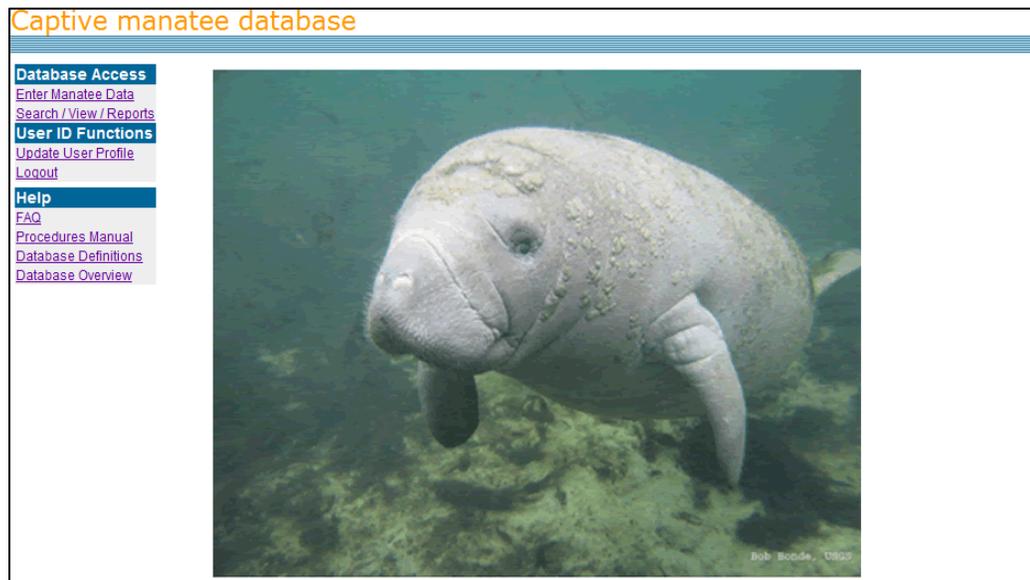


Manatee Database User Manual

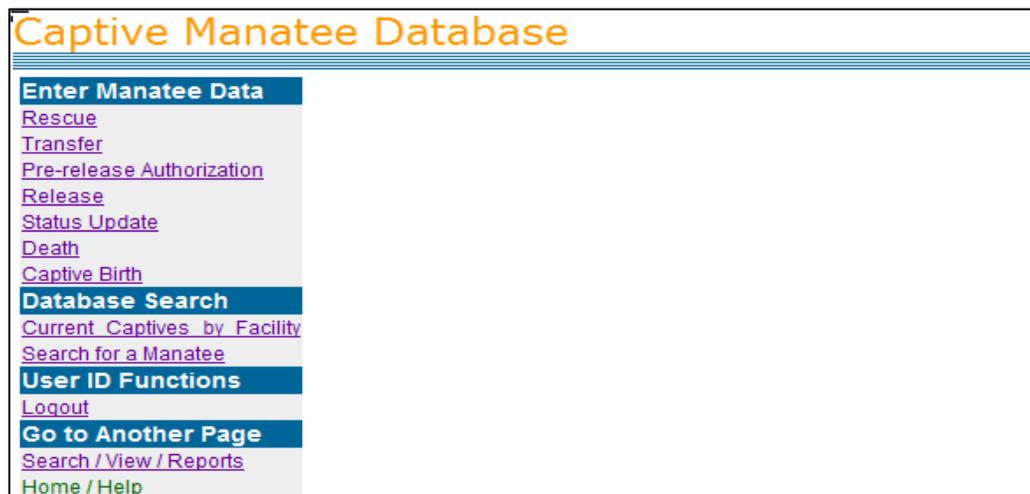
ENTERING NEW DATA RECORDS

To Enter a Manatee Rescue: Entering a manatee rescue record consists of several steps: 1) identifying if the animal rescued is a new animal or one that is already in the captive manatee database, 2) entering the rescue record, which consists of several data entry screens and 3) entering additional information for the rescue record such as entanglements, other ids, death of animal, etc.

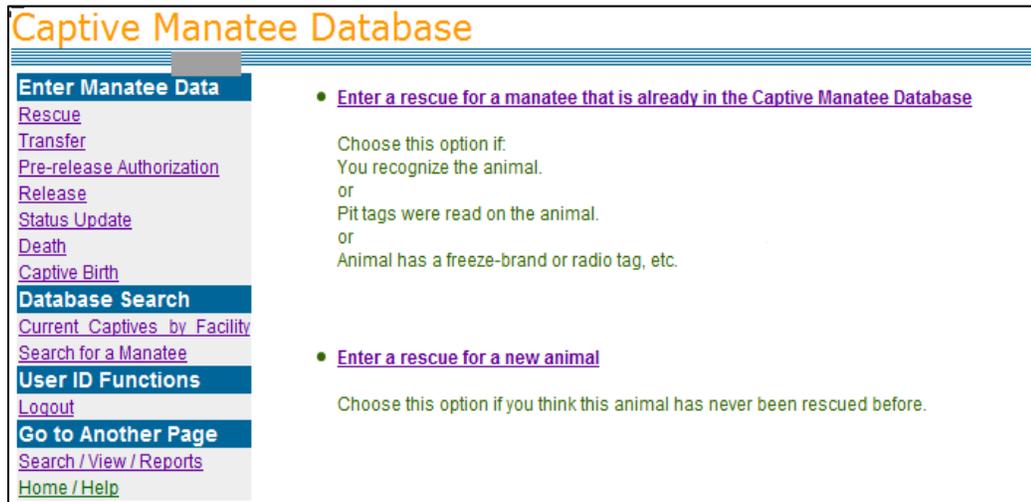
1. Click on Enter Manatee Data from the database homepage



2. Click on Rescue



3. You have two options:
 - A. Enter a rescue for a manatee that is already in the Captive Manatee Database
 - B. Enter a rescue for a new manatee



Option A: Enter a rescue for a manatee that is already in the Captive Manatee Database should be selected if the animal you have rescued is:

- A known animal from a previous rescue
- An animal with Pit tags
- An animal with a FB or attached telemetry device

Option B: Enter a rescue for a new manatee should be selected if:

- The rescued animal is thought to be a new animal rescue (i.e., not already in the Captive Manatee Database)

If you choose Option A: Enter a rescue for a manatee that is already in the Captive Manatee Database

1. Click on Enter a rescue for a manatee that is already in the Captive Manatee Database
2. You will be taken to the *Search Manatee Information* page.
3. Enter information for **one** field only in the *Manatee Information* box and click on the *Next* box

Note: In the *Manatee Information* box, all fields with an asterisk [*] indicate a wildcard search. Results will be all entries with full or partial words or identification numbers from the information that was provided.

Captive Manatee Database

Enter Manatee Data

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Search Manatee Information

* indicates a wildcard search. For example, if you enter Bob, you will get a list containing Bob, Bob 2, New Bob, Bobber, etc.

Search for Individual Manatee
Enter **only one** field below to identify the animal and click Next

If you do not have the information for the search, or if you want to search on more criteria, click on Advanced Search

Manatee Information

MLog:

Animal ID *:

Manatee Name *:

Tag ID : Tag Type: All ▼

4. If you chose to enter information in *Search for Individual Manatee*; all animals that met the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page.
 - a. If the animal you are looking for is in the list of animal options:
 - Click on the radio button for the animal of interest
 - Check to make sure this is the animal you are searching for by reviewing the information on the animal including: *name*, *Animal ID* (also known as the *Primary ID*) and the *Mlog* number and event information.
 - Select *Rescue* as the action in which you want to enter (if it is blank)
 - Click on the *Go* box.
 - You will be then taken to *Enter the rescue information of manatee (Mlog)* page.

Captive Manatee Database

Enter Manatee Data

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Click the radio button of animal of interest, select action (if blank) and click Go.

To view all information about the animal, click on the MLog number.

If the animal of interest is not on the list, Search again, or click on Enter a new Manatee.

Action: Rescue ▼

| MLog | Name | Animal ID | Event | Last Event |
|------|--------|--|--------|--|
| 278 | Stormy | 100314, 123321, 1ws, H58605, REC0202, T00085 | Rescue | 04/30/2009 Brought into captivity (Incidental:) some waterway, Citrus, FL |

Animal of interest is not in the database?

- b. If you are still unsure if the animal displayed is your animal of interest you may also click on the *MLog* number and you will be taken to the *Manatee Information* page

where you can view all information about the animal of interest and add new information. [See section on the *Manatee Information* page for more details.]

- You may also check for additional *Animal ID* information by clicking on the *Animal ID* tab or by viewing additional information on the animal by clicking any event link (at top of page) or information tab (at bottom of the page). [See section on the *Manatee Information* page for more details on this page.]

Captive Manatee Database

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Manatee Information (MLog:276)
 Sex: M Name: Stormy Animal ID: 100314 Rearing:

Animal History

| Event Date | Event | Details | Location |
|------------|-------------------------------|---|---------------------|
| 07/22/1985 | Captive Birth | Name of Dam: Aerial | MSQ |
| 07/14/1986 | Transfer | Reason: Make Room at Critical Care Facility | To: HSSWP From: MSQ |
| 04/16/2000 | Transfer | Reason: Management Decision | To: LPZ From: HSSWP |
| 02/15/2002 | Release | From: LPZ | Blue Spring, SJR |
| 03/08/2002 | Rescue | To: LPZ (Natural) | St Johns River |
| 02/24/2003 | Release | From: LPZ | Blue Spring, SJR |
| 04/26/2009 | Rescue | Assist AND Release | some waterway |
| 04/30/2009 | Rescue | To: COL (Incidental) | some waterway |

Enter Death Enter PreRelease Enter Release Enter Rescue Enter Transfer

Enter Animal ID Enter Conditioning Enter Entanglement Enter Status Enter Tag

Animal ID Information

| Animal ID | Primary | IDType | Created By | Created Date | Updated By | Updated Date |
|-----------|---------|--------------|------------|--------------|------------|--------------|
| 100314 | YES | Facility | D | 06/06/2008 | D | 06/06/2008 |
| 123321 | NO | Rescue | carol | 05/08/2009 | D | 05/08/2009 |
| 1ws | NO | Rescue | carol | 05/05/2009 | D | 05/05/2009 |
| HS8605 | NO | Unidentified | D | 06/06/2008 | carol | 04/22/2009 |
| REC0202 | NO | Rescue | D | 06/06/2008 | D | 06/06/2008 |
| T00085 | NO | Tag | D | 06/06/2008 | D | 06/06/2008 |

- If you determine this is your animal of interest click on the *Enter Rescue* button in the middle of the page.
- You will be then taken to *Enter the rescue information of manatee (MLog)* page.

Captive Manatee Database

Enter Manatee Data
[Rescue](#)
[Transfer](#)
[Pre-release Authorization](#)
[Release](#)
[Status Update](#)
[Death](#)
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Database Search
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Manatee Information (MLog:217)
 Animal ID: MSTm9003 Sex: M Name: Bob Studbook: 160 Rearing: Wild reared

Enter the rescue information of manatee (MLog: 217)

== Manatee Information ==
 Rescue ID: ID Type:

== Rescue Information ==
 Did animal die during rescue or transport?

Rescue Date: Rescue per Day:

Rescue Type:

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- Complete all fields for the rescue; fields in **bold** are required and must be entered before the system will accept the *Rescue* record. The number of *Rescues per Day* needs to be entered based on the number of rescues conducted for the animal of interest for this day. **NOTE: The *Rescue ID* will be set as the *Primary ID* for the manatee; an animal can only have one *Primary ID*. When a new animal is rescued, either a *Facility ID* or a *Rescue ID* or both will be entered. Set the *Facility ID* to be the *Primary ID*, unless the animal already has a *Primary ID*; if the manatee was not given a *Facility ID*, set the *Rescue ID* to be the *Primary ID*. The System Administrator can change the *Primary ID*.**
- Click on the *Next* button.
- You will then be taken to the next *Enter the rescue data of manatee (Mlog)* page to enter additional information for manatee rescue.

Captive manatee database (Test Site)

Enter Manatee Data

- Rescue
- Transfer
- Pre-release Authorization
- Release
- Status Update
- Death
- Captive Birth
- Database Search**
- Current Captives by Facility
- Search for a Manatee
- User ID Functions**
- Logout
- Go to Another Page**
- Search / View / Reports
- Home / Help

Enter the rescue data of manatee (MLog: 217)

-- Rescue Location Information -----

County/State:

City:

Waterway:

Latitude: (#####) Longitude: (-#####)

[Click this to convert from deg/min/sec to decimal latitude/longitude](#)

Primary Cause:

Second Cause:

-- Measurement (Exact measurement or estimate) -----

Weight(kg): Estimated Weight: Date Weighed:

Length(cm): Estimated Length: Date Measured:

Health Status:

Relocated, where?:

Tracker:

Veterinarian:

Organization: Fish and Wildlife Service

Participating Organization:

Additional Narrative:

- Complete all fields for the rescue; fields in **bold** are required and must be entered before the system will accept the rescue record. **See NOTE at the end of the **To enter a new manatee rescue** section regarding guidance on specific field entry.**
- Click on the *Next* button.
- A screen will appear with a box containing all the manatee information that was entered along with the message, “*You added a new manatee rescue record successfully!*” [See below in **After Rescue Information Has Been Successfully Entered** section for additional instructions]

Captive manatee database (Test Site)

Enter Manatee Data

[Rescue](#)

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[Pre-release Authorization](#)

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Database Search

[Current Captives by Facility](#)

[Search for a Manatee](#)

User ID Functions

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Go to Another Page

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- [Go to Manatee Tag Entry to add more Tag information](#)
- [Go to AnimalID Entry to add more AnimalID information](#)
- [Click to print the Rescue entry data](#)

You added a new manatee rescue data successfully !!

| FIELDS NAME | CONTENTS |
|---------------------------------|------------------|
| MLog, Rescue Date : | 217, 2/1/2009 |
| RescuePerDay : | 1 |
| State, County, City : | FL, Bay, s |
| Waterway, Latitude, Longitude : | s, 78, -78 |
| Pregnant, Health, RescueType : | M, S, A |
| PrimCauseID, PrimText : | NaCs, |
| SecCauseID, SecText : | , |
| WhereRel : | |
| Dead : | False |
| Tracker : | |
| VetID, PartOrg : | , |
| FloodGate, Pot : | , |
| Weight, EstW, WeightDate : | , , |
| Length, EstL, LengthDate : | 122, N, 2/1/2009 |
| Organization, CreateBy : | FWS, testfac |

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5. If you do not have information to enter in the *Manatee Search* field or if you want to search on more criteria click on *Advanced Search* box and all animals that meet the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page. In *Search for a list of Manatee(s)*, you should enter several criteria to describe the manatee(s) of interest.

Captive manatee database

Data Reports

[Standard Reports](#)

[Administrative Reports](#)

Database Search/View

[Current Captives by Facility](#)

[Search for a Manatee](#)

Table Data Search

Lookup Data View

User ID Functions

[Logout](#)

Go to Another Page

[Enter Manatee Data](#)

[Home / Help](#)

Search Manatee Information

* indicates a wildcard search. For example, if you enter Bob, you will get a list containing Bob, Bob2, New Bob, Bobber, etc.

Search for Individual Manatee

Enter only one field below to identify the animal and click Next to see information about 1 manatee.

Manatee Information

Manatee Number:

Animal ID #:

Manatee Name #:

Tag ID: Tag Type:

Search for a List of Manatee(s)

Enter as many fields below as needed to describe the manatee(s) that you are interested in and click Next

Location Information

County:

Waterway #:

State:

Event Information

Event:

Occurring from: (mm/dd/yyyy) to: (mm/dd/yyyy)

To search for just one day, enter the same date in both "from" date and "to" date

Event Detail Information

Rescue Type:

Rescue Cause #:

Organization:

Cause of Death #:

- a. If the animal you are looking for is in the list of animal options you should:

- Click on the radio button for the animal of interest
 - Select *Rescue* as the action in which you want to enter (if it is blank)
 - Click on the *Go* box
 - Follow instructions above for section 4.a
[See above under section 4.a for further instructions]
- b. If you are searching for an individual manatee and no animals are listed that met the criteria entered follow instructions above for sections 4.b, 4.c & 4.d

If you choose Option B: *Enter a rescue for a new manatee* (i.e., you believe the animal you are looking for is not a previously known animal in the Captive Manatee Database **or** your animal searches reveal no matches).

1. You will be taken to the *Enter information for rescue of a new manatee* page.
2. Complete all fields for the rescue; fields in **bold** are required and must be entered before the system will accept the rescue record. The number of rescues per day will default to be 1; change as needed if there is more than one rescue conducted for the animal of interest within one day **NOTE: The *Rescue ID* will be set as the *Primary ID* for the manatee; an animal can only have one *Primary ID*. When a new animal is rescued, either a *Facility ID* or a *Rescue ID* or both will be entered. Set the *Facility ID* to be the *Primary ID*, unless the animal already has a *Primary ID*; if the manatee was not given a *Facility ID*, set the *Rescue ID* to be the *Primary ID*. The System Administrator can change the *Primary ID*.**
3. Click on the *Next* button.

Captive Manatee Database

Enter information for rescue of new manatee

--- Manatee Information ---

Rescue ID **ID Type**

Manatee Name

Sex **Dam (MLog):** **Sire (MLog):**

Rearing Type

Pig Tag Left Confirm

Pig Tag Right Confirm

--- Rescue Information ---

Rescue Date ex) MM/DD/YYYY

How many times was this animal rescued today?

Rescue Type

Did animal die during rescue or transport?

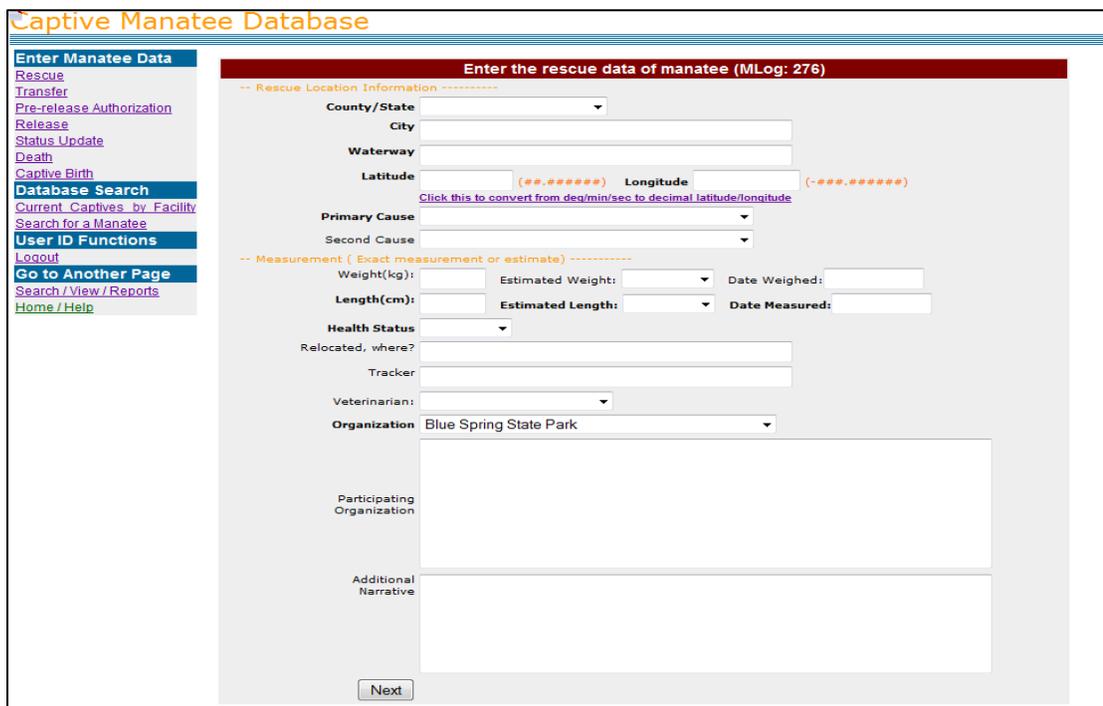
NOTE: A message may appear on the next page if the system recognizes the animal you have started to enter. If this is the case, press the back arrow at the top left-hand corner of the page and then you have two options:

- a. Enter new information in the field that was flagged

- b. Click on Search for a manatee on the left hand side of the screen and look for the animal the system has recognized as already being in the manatee database using the *name, Mlog or previous Animal ID*.



4. You will then be taken to the next *Enter information for rescue of a new manatee* page to enter additional information for a new manatee rescue (a newly assigned *Mlog* number for the animal will appear at the top of the page). The information entered on the previous page will be displayed, along with new entry fields.
5. Complete all fields for the rescue; fields in **bold** are required and must be entered before the system will accept the rescue record.
6. Click on the *Next* button.



- A screen will appear with a box containing all the manatee information that was entered along with the message *You added a new manatee rescue record successfully!*

The screenshot displays the 'Captive manatee database (Test Site)' interface. On the left is a navigation menu with categories like 'Enter Manatee Data', 'Database Search', and 'User ID Functions'. The main content area features a success message: 'You added a new manatee rescue data successfully !!'. Below this is a table with two columns: 'FIELDS NAME' and 'CONTENTS'. The table lists various fields and their corresponding values for a new rescue record.

| FIELDS NAME | CONTENTS |
|---------------------------------|------------------|
| MLog, Rescue Date : | 217, 2/1/2009 |
| RescuePerDay : | 1 |
| State, County, City : | FL, Bay, s |
| Waterway, Latitude, Longitude : | s, 78, -78 |
| Pregnant, Health, RescueType : | M, S, A |
| PrimCauseID, PrimText : | NaCs, |
| SecCauseID, SecText : | , |
| WhereRel : | |
| Dead : | False |
| Tracker : | |
| VetID, PartOrg : | , |
| FloodGate, Pot : | , |
| Weight, EstW, WeightDate : | , , |
| Length, EstL, LengthDate : | 122, N, 2/1/2009 |
| Organization, CreateBy : | FWS, testfac |

At the bottom of the page, there is a footer with the text: 'WEBMASTER | Home | Copyright © 2009 All rights reserved. Last Modified: 08/07/2009 23:38:28'.

NOTE:

- All *Dates* must be entered in the mm/dd/yy format
- *Weights* and *Lengths* must be entered to the nearest whole number in kilograms (kg) and centimeters (cm) respectively.
- The *City* entered should be the closest city to the rescue location.
- *Longitude* and *Latitude* should be entered to the nearest whole number with a maximum of four digits
- *Names* must only be one word and have no punctuation or numbers. If the name is not already in the system the new name record will appear on the next page. If the name is already being used in the system an error message will appear saying “This entry can not be saved because this manatee name already exists in the system.”
- Only one manatee name may be entered into the system. Additional names will not be accepted by the system. Once a name is entered it will be Primary name for the animal. A name can only be changed by the System Administrator.
- For *Primary Cause* of rescue the following rules should be used:

- Watercraft injuries are always the *Primary Cause* of a rescue; other causes of rescue should be listed as the *Secondary Cause*.
- An orphan that has cold stress, entanglement, not in suitable habitat, etc. should always be listed as a *Natural-Orphan* for the *Primary Cause* and then list the applicable *Secondary Cause*.
- When two causes of rescue could both be considered the *Primary Cause*, the person(s) conducting the rescue should use their best judgment in determining which cause should be listed in the *Primary Cause* field. The attending vet at the receiving facility should be consulted if discrepancies persist.
- The attending veterinarian should provide the information for the *Health Status* field to the person entering the data. Assists and releases should be entered as *Stable* since additional treatment for these animals is not deemed necessary.
- If the cause of rescue is entanglement-related an additional information page will appear after the rescue information is entered.

After Rescue Information Has Been Successfully Entered:

All rescue information will be displayed for view. **NOTE:** your next options will vary depending on the rescue information that was previously entered.

- A. [Go to Death Entry](#) to add the death record
- B. [Go to Manatee Tag Entry](#) to add more Tag information
- C. [Go to Animal ID Entry](#) to add more Animal ID's
- D. [Click to print the rescue record](#)

If you choose Option A: *Go to Death Entry to add the death record* you will have the opportunity to enter death information associated with the rescue record just entered. **NOTE:** this option will only appear if “yes” was selected for the death field in the rescue record (i.e., the animal died during some part of the rescue).

1. Click on [Go to Death Entry to add the record](#)
2. The *Add a New Death Record* page will appear along with the *Mlog* for the animal of interest.

The screenshot shows the 'Captive Manatee Database' interface. On the left is a navigation menu with options like 'Enter Manatee Data', 'Rescue', 'Transfer', 'Pre-release Authorization', 'Release', 'Status Update', 'Death', 'Captive Birth', 'Database Search', 'Current Captives by Facility', 'Search for a Manatee', 'User ID Functions', 'Logout', 'Go to Another Page', 'Search / View / Reports', and 'Home / Help'. The main content area is titled 'Add a new Death record (MLog:276)'. It contains several input fields: 'Mortality ID' (text), 'Death Date' (text with '(mm/dd/yyyy)' hint), 'Death Occurred?' (dropdown), 'Was animal euthanized?' (dropdown), 'Death Cause' (dropdown), and 'Other Human-Related' (text area). Below these are 'Veterinarian' (dropdown), 'Reporter' (text, currently 'SUMMER'), 'Organization' (dropdown), and 'Additional Narrative' (text area). An 'Add' button is at the bottom left of the form.

3. Complete all fields for the death; fields in **bold** are required and must be entered before the system will accept the death record.
4. Click on the *Add* button to enter the data into the system.
5. Information for the new death record will be displayed on the next page.
6. You will also be prompted with, “*Please check the death record. If the information is incorrect contact your system administrator to add the correct information.*”
7. You may click on *Click to print the death record.*

The screenshot shows the 'Captive Manatee Database' interface. On the left, there are several navigation menus: 'Enter Manatee Data' with links for Rescue, Transfer, Pre-release Authorization, Release, Status Update, Death, and Captive Birth; 'Database Search' with links for Current Captives by Facility and Search for a Manatee; 'User ID Functions' with a link for Logout; and 'Go to Another Page' with links for Search / View / Reports and Home / Help. In the center, there are two bullet points: 'Click to print the death entry data' and 'Please check the death record. If the information is incorrect contact your system administrator to add the correct information.' On the right, there is a table with two columns: 'FIELDS NAME' and 'CONTENTS'. The table contains the following data:

| FIELDS NAME | CONTENTS |
|---------------|---------------|
| MLog: | 276 |
| Death Date : | 01/01/2001 |
| Death Cause: | Watercraft |
| OtherText : | |
| Euthanasia : | 0 |
| DeathLoc : | After Release |
| Organization: | |
| Veterinarian: | |
| Comments : | |

If you choose Option B: *Go to Manatee Tag Entry to add more Tag information* you will have the opportunity to enter tag information associated with the rescue record just entered. **NOTE: Left and right Pit tags must be entered individually.**

1. Click on *Go to Manatee Tag Entry to add more Tag information.*
2. A page will appear with three sections: *Manatee Information*, *Animal History* and a box saying *Add new tag information.*

Captive manatee database (Test Site)

U.S. Geological Survey Home Page

Enter Manatee Data

Rescue
Transfer
Pre-release Authorization
Release
Status Update
Death
Captive Birth
Database Search
Current Captives by Facility
Search for a Manatee
User ID Functions
Logout
Go to Another Page
Search / View / Reports
Home / Help

Manatee Information (MLog: 217)

Sex: M Name: Bob Animal ID: MSTm9003 Rearing:

| Event Date | Event | Details | Location |
|------------|-------------------------|----------------------|--------------|
| 07/16/1990 | Rescue | To: MSQ (Entrapment) | ICW |
| 12/10/1990 | Release | From: MSQ | Biscayne Bay |
| 01/02/2009 | Rescue | Assist AND Release | some |
| 02/01/2009 | Rescue | Assist AND Release | s |

● Please look at the existing Tag and add more Tag if you needed

| Tag Type | Date Applied | Tag ID | Event | Event Date |
|----------|--------------|--------|---------|------------|
| FB | 12/10/1990 | 26 | Release | 12/10/1990 |

Add a new tag information (MLog: 217)

Tag Type: Date Applied:

Tag ID:

Tag Info:

Event: Event Date:

Add

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3. If you would like to reference or review the information from the recently entered rescue record click on the Rescue option under *event* column in the *Animal History* section.
4. Complete all fields for entering a new tag; fields in **bold** are required and must be entered before the system will accept the new tag record. **NOTE: the event associated with the tag and the event date must be selected for the record to be complete. The event and event date option selections are based on previous records already entered into the database for the animal of interest (i.e., rescue, release, transfer).**
5. Click on the *Add* button to enter the data into the system.
6. Information for the new tag record will be displayed on the next page.
7. You will also be prompted with, “Please look at the existing tag and enter more tags if needed.”
8. If additional tags need to be entered, complete the fields in the *Add new tag information* box and repeat steps #3-7 above until all tags are entered.

Captive Manatee Database

Enter Manatee Data
[Rescue](#)
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Database Search
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[Search / View / Reports](#)
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Manatee Information (MLog: 849)
 Sex: F Name: Spout Animal ID: SWFTm0515B Rearing:

Animal History

| Event Date | Event | Details | Location |
|------------|-------------------------|----------------------------------|---------------------|
| 07/27/2005 | Rescue | To: SWF (Calf of Rescued Mother) | Indian River Lagoon |
| 06/06/2006 | Release | From: SWF | Mosquito Lagoon |

• Please look at the existing Tag and add more Tag if you needed

| Tag Type | Date Applied | Tag ID | Event | Event Date |
|----------|--------------|------------|---------|------------|
| FB | 06/06/2006 | E7 | Release | 06/06/2006 |
| Pit-L | 06/06/2006 | 000672373D | Release | 06/06/2006 |
| Pit-R | 06/06/2006 | 000671302A | Release | 06/06/2006 |

Add a new tag Information (MLog: 849)

Tag Type: Date Applied:

Tag ID:

Tag Info:

Event: Event Date:

If you choose **Option C**: Go to Animal ID Entry to add more Animal ID's you will be given the opportunity to add additional *Animal ID's* into the system. **NOTE: Enter all known animal ID's here. The Primary ID will be set from the ID that was entered in the initial rescue record; an animal can only have one Primary ID. The Facility ID should be the first choice for the Primary ID; if the manatee was not given a Facility ID, then the Rescue ID should be entered as the Primary ID. The Animal ID that has a "1" under the Primary ID column on the Add a new Animal ID page is the Primary ID for the manatee; only the System Administrator can change the Primary ID after it is initially entered into the system.**

1. Click on Go to Animal ID Entry to add more Animal ID's
2. A page will appear prompting you to "Please look at existing Animal ID and more Animal ID's if needed." Information from previously entered *Animal ID* records will be displayed. The *Add a new Animal ID* box will be displayed along with the *Mlog* for the animal of interest.

NOTE: if the animal record displayed is not your animal of interest use the back arrow at the top left-hand corner of the page and either:

- Click on the *Back to search* box and re-enter your information
- Check that you have only entered information for one field
- Check that you have entered the correct information for the field you chose
- Check that you have entered the previous *Animal ID* (rescue ID) and not the *Animal ID* (rescue ID) from the recent rescue (the system will not find a new *Animal ID* number)

Captive Manatee Database

Enter Manatee Data

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● Please look at the existing AnimalID and add more AnimalID if you needed

| AnimalID | MLog | PrimaryID | IDType | CreateBy | CreateDate | UpdateBy | UpdateDate |
|------------|------|-----------|--------|----------|------------|----------|------------|
| REC0511 | 849 | 0 | R | D | 06/06/2008 | D | 06/06/2008 |
| SWFTm0515B | 849 | 1 | F | D | 06/06/2008 | D | 06/06/2008 |

Add a new AnimalID (MLog=849)

AnimalID

IDType

3. Complete all fields for *Add a new Animal ID*.
4. Click on the *Add* box.
5. The new *Animal ID* record will appear with the other previously entered *Animal ID* records.
6. If additional *Animal ID*'s need to be entered, complete the fields in the *Add a new Animal ID* box and repeat steps #4-5 above until all *Animals ID*'s are entered.

If you chose Option D: Click to print the rescue record you will be given an information page displaying the rescue record recently entered for the animal of interest.

1. Click on Click to print the rescue record
2. Go to your *File* option on your computer and choose the *Print* option; all the information entered for the rescue record will appear.

Manatee Information (MLog: 347)

AnimalID: SWFTm9510B Sex: F Name: Roseanne R Close Tab

----- Rescue Information -----

Rescue Date: 02/03/2009 Rescue Per Day: 1

Rescue Type: Assist and release

Primary Cause: Natural Dehydrated

Primary Cause Text:

Secondary Cause:

Secondary Cause Text:

Health Status: Stable

Suspected Pregnant: No information on potential pregnancy is known

----- Rescue Location Information -----

State: FL County: Marion City: some city

Waterway: some waterway

Latitude: 12.000000 Longitude: -78.000000

Relocated, where?:

Did animal die during rescue or transport?: No

----- Measurement -----

Weight (kg): Estimated Weight?: Date Weighed:

Length (cm): 122 Estimated Length?: No Date Measured: 02/03/2009

----- Other Rescue Information -----

Tracker: Transporter:

Facility transported to:

Veterinarian: Mike Walsh Organization: Fish and Wildlife Service

Participating Org:

Flood Gate: Pot Status:

Additional Narrative:

----- Report Information -----

Created By: Carol Sanders-Reed Created Date: 08/06/2009

Updated By: D Updated Date: 08/06/2009

3. You can then return to the Home Page to enter additional information with options from the left-hand menu side-bar. Additional information can be entered:
 - a. Through the various event options (e.g., Rescue, Transfer, Release) under the *Enter Manatee Data* section or
 - b. Through Search for a Manatee option under the *Database Search* section..

To Enter a Captive Birth:

1. Click on Enter Manatee Data from the database homepage
2. Click on the Captive Birth option on the left-hand side of the screen. A screen will appear saying *Enter captive birth information*.
3. Complete all fields for the *Captive Birth* record; fields in **bold** are required and must be entered before the system will accept the new *Captive Birth* record.
4. When entering the *Dam* a list of females in the system will be displayed by: *Name (Animal ID, Mlog number)*; choose the appropriate dam from the list. If the *Sire* is known to be a captive held male choose the appropriate individual from the list; males will be displayed by *Name (Animal ID, Mlog number)*. The *Reporter* field will automatically be filled in with the person that is logged into the system entering the new birth record. **NOTE: if the name of the animal entered for the new birth record is already used in the system the next screen will appear telling you “This name (e.g., Brooks) is already in the database. Press Back to enter a different name.”**
5. Click on the *Next* button when all the *Captive Birth* information is completed.

Captive Manatee Database

Enter captive birth information

--- Manatee Information ---

Facility ID

Facility

Manatee Name

Sex

Dam(MLog) Name (AnimalID, MLog)

Sire(MLog) Name (AnimalID, MLog)

Rearing Type

--- Birth Information ---

Birth Date Where was animal conceived?

Health Status

--- Measurement (If possible, enter the estimated weight or length) ---

Weight(kg): Estimated Weight: Date Weighed:

Length(cm): Estimated Length: Date Measured:

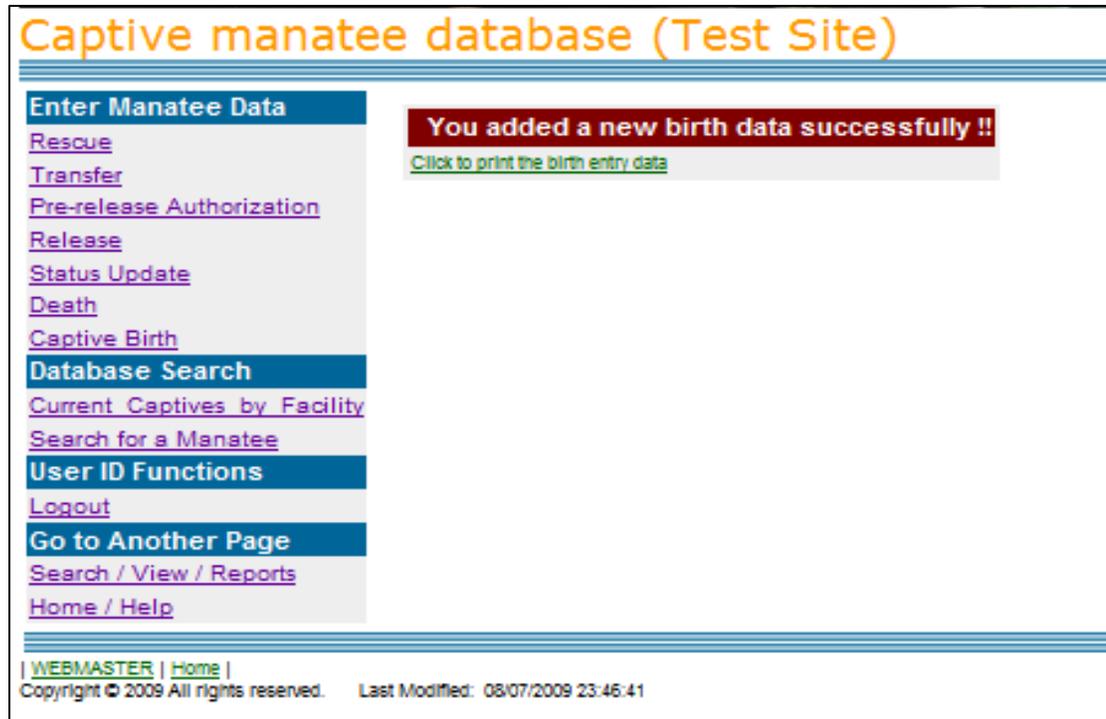
--- Other Birth Information ---

Veterinarian: Reporter: summer

Additional Narrative

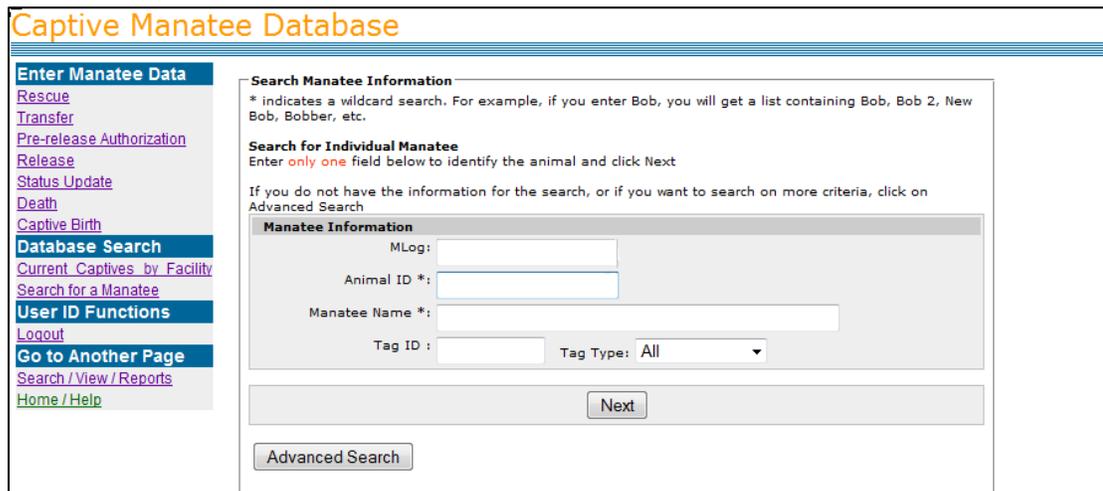
Next

- A screen will appear saying: *You added a new birth record successfully*". **NOTE: if this page does not appear please go through the steps again to enter a *Captive Birth* record; if the problem persists, contact the System Administrator.**
- Click on [Click to print the birth record](#).



To Enter a Manatee Death:

- Click on [Enter Manatee Data](#) from the database homepage
- Click on the [Death](#) option on the left-hand side of the screen. You will be taken to the *Search Manatee Information* page.
- Enter information for **one** field only in the *Manatee Information* box and click on the *Next* box. **NOTE: In the *Manatee Information* box, all fields with an asterisk [*] indicate a wildcard search. Results will be all entries with full or partial words or identification numbers from the information that was provided.**



4. All animals that met the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page.
5. Click on the radio button for the animal of interest. The Action button will already be selected for *Death*; click on the *Go* button. [If your animal of interest is not found with the first search see step 4(b) under the Enter a Manatee Rescue section to continue searching]
NOTE: if the animal of interest is not found then the *Rescue* record or *Captive Birth* record for the animal has not yet been entered into the database; ALL deaths must have an associated record. If the animal of interest cannot be found click on the *Enter a new manatee* button or the Rescue option and enter the *Rescue* record, or click on the Captive Birth option and enter the *Captive Birth* record before entering the *Death* record.
6. The *Add a New Death Record* page will appear along with the *Mlog* for the animal of interest.

The screenshot shows the 'Captive Manatee Database' interface. On the left is a navigation menu with links for 'Enter Manatee Data', 'Database Search', and 'User ID Functions'. The main content area is titled 'Add a new Death record (MLog:276)'. It contains several input fields: 'Mortality ID', 'Death Date' (with a date format hint '(mm/dd/yyyy)'), 'Death Occurred?' (dropdown), 'Was animal euthanized?' (dropdown), 'Death Cause' (dropdown), and 'Other Human-Related' (text area). Below these are 'Veterinarian:' (dropdown), 'Reporter' (text field with 'summer' entered), 'Organization' (dropdown), and 'Additional Narrative' (text area). An 'Add' button is at the bottom left of the form.

7. Complete all fields for the *Death* record; fields in **bold** are required and must be entered before the system will accept the *Death* record.
8. Click on the *Add* button to enter the data into the system.
9. Information for the new *Death* record will be displayed on the next page.
 You will also be prompted with, *Please check the death record. If the information is incorrect contact your system administrator to add the correct information.* **NOTE: if this page does not appear please go through the steps again to enter a *Death* record; if the problem persists, contact the System Administrator.**
10. Click on Click to print the death entry data .

Captive Manatee Database

Enter Manatee Data

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- [Click to print the death entry data](#)
- Please check the death record. If the information is incorrect contact your system administrator to add the correct information.

| FIELDS NAME | CONTENTS |
|----------------|---------------|
| MLog: | 276 |
| Death Date : | 01/01/2001 |
| Death Cause : | Watercraft |
| OtherText : | |
| Euthanasia : | 0 |
| DeathLoc : | After Release |
| Organization : | |
| Veterinarian : | |
| Comments : | |

To Enter a Manatee Transfer:

1. Click on Enter Manatee Data from the database homepage
2. Click on the Transfer option on the left-hand side of the screen. You will be taken to the *Search Manatee Information* page.
3. Enter information for **one** field only in the *Manatee Information* box and click on the *Next* box. **NOTE: In the *Manatee Information* box, all fields with an asterisk [*] indicate a wildcard search. Results will be all entries with full or partial words or identification numbers from the information that was provided.**
4. All animals that met the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page.

Captive Manatee Database

Enter Manatee Data

[Rescue](#)

[Transfer](#)

[Pre-release Authorization](#)

[Release](#)

[Status Update](#)

[Death](#)

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Database Search

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Search Manatee Information

* indicates a wildcard search. For example, if you enter Bob, you will get a list containing Bob, Bob 2, New Bob, Bobber, etc.

Search for Individual Manatee
Enter **only one** field below to identify the animal and click Next

If you do not have the information for the search, or if you want to search on more criteria, click on Advanced Search

Manatee Information

MLog:

Animal ID *:

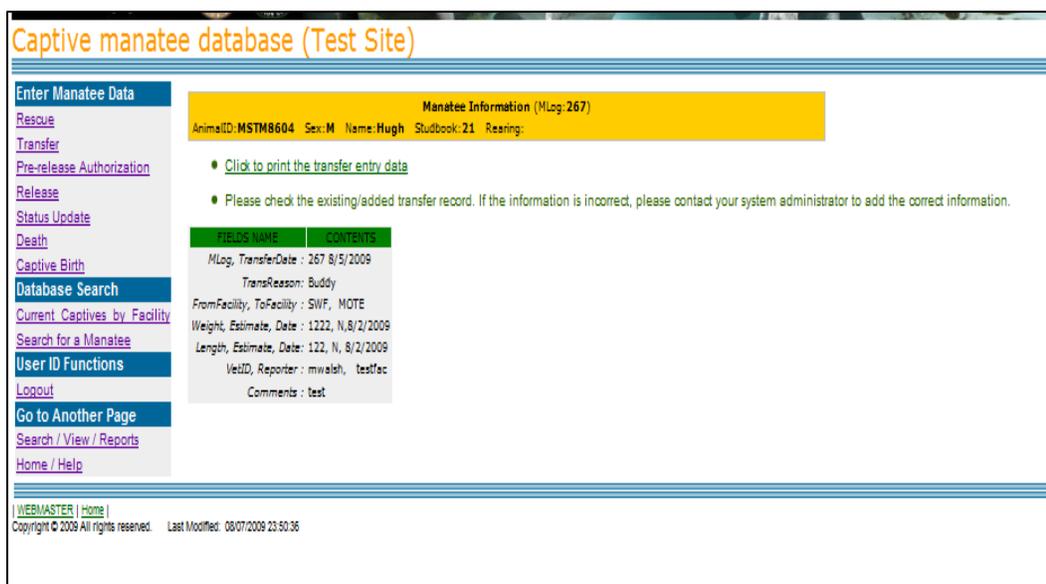
Manatee Name *:

Tag ID : Tag Type: All ▼

5. Click on the radio button for the animal of interest. The Action button will already be selected for *Transfer*; click on the *Go button*. [If your animal of interest is not found with the first search see step 4(b) under the Enter a Manatee Rescue section to continue searching] **NOTE: if the animal of interest is not found then the rescue record or captive birth record for the animal has not yet been entered into the database; ALL transfers must have an associated record. If the animal of interest cannot be found click on the *Enter a new manatee* button or the Rescue option and enter the *Rescue* record, or click on the Captive Birth option and enter the *Captive Birth* record before entering the *Transfer* record.**
6. The *Add a New Transfer Record* page will appear along with the *Mlog*, *Animal ID*, *Sex*, *Name* and *Studbook number* for the animal of interest.

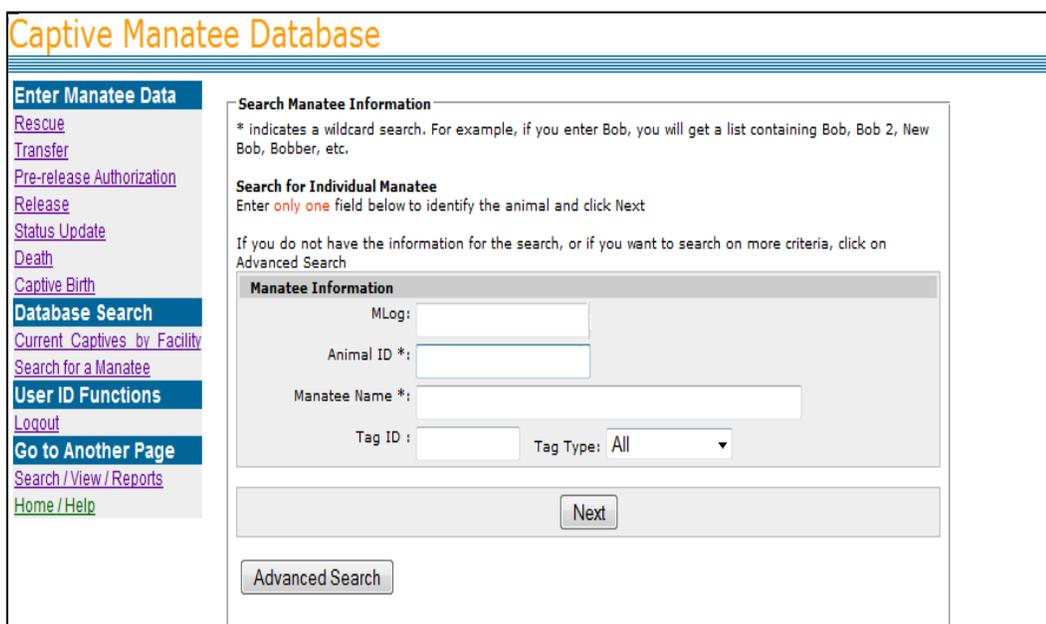
The screenshot shows the 'Captive Manatee Database' interface. On the left is a navigation menu with options like 'Enter Manatee Data', 'Rescue', 'Transfer', 'Pre-release Authorization', 'Release', 'Status Update', 'Death', 'Captive Birth', 'Database Search', 'Current Captives by Facility', 'Search for a Manatee', 'User ID Functions', 'Logout', 'Go to Another Page', 'Search / View / Reports', and 'Home / Help'. The main content area displays 'Manatee Information (MLog:267)' for Animal ID: MSTM8604, Sex: M, Name: Hugh, Studbook: 21, and Rearing: Captive Reared. Below this is the 'Add a new Transfer record (MLog=267)' form. The form has several fields: 'Animal ID' (text), 'ID Type' (dropdown), 'Transfer Date' (text), 'Transfer Reason' (dropdown), 'From Facility' (text, currently 'Mote Marine Lab'), 'To Facility' (dropdown), 'Weight(kg):' (text), 'Estimated Weight:' (dropdown), 'Date Weighed:' (text), 'Length(cm):' (text), 'Estimated Length:' (dropdown), 'Date Measured:' (text), and 'Veterinarian:' (dropdown). There is also a text area for 'Additional Narrative'. An 'Add' button is located at the bottom left of the form. At the bottom of the page, there is a footer with 'WEBMASTER | Home | Copyright © 2009 All rights reserved. Last Modified: 08/07/2009 23:48:15'.

7. Complete all fields for the *Transfer* record; fields in **bold** are required and must be entered before the system will accept the *Transfer* record. The field labeled *From Facility* will automatically be filled in with the facility currently holding the animal. **NOTE: prior coordination and approval from the Service is required before ALL manatee transfers can occur.**
8. Click on the *Add* button to enter the data into the system.
9. Information for the new *Transfer* record will be displayed on the next page. You will also be prompted with, *Please check the transfer record. If the information is incorrect contact your system administrator to add the correct information.* **NOTE: if this page does not appear please go through the steps again to enter a *Transfer* record; if the problem persists, contact the System Administrator.**
10. Click on Click to print the transfer record .



To Enter a Pre-release Authorization:

1. Click on Enter Manatee Data from the database homepage
2. Click on the Pre-release Authorization option on the left-hand side of the screen. You will be taken to the *Search Manatee Information* page.
3. Enter information for **one** field only in the *Manatee Information* box and click on the *Next* box. **NOTE: In the *Manatee Information* box, all fields with an asterisk [*] indicate a wildcard search. Results will be all entries with full or partial words or identification numbers from the information that was provided.**
4. All animals that met the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page.



- Click on the radio button for the animal of interest. The Action button will already be selected for *Pre-release Authorization*; click on the *Go* button. [If your animal of interest is not found with the first search see step 4(b) under the Enter a Manatee Rescue section to continue searching]

NOTE: if the animal of interest is not found then the *Rescue* record or *Captive Birth* record for the animal has not yet been entered into the database; ALL *Pre-release Authorizations* must have an associated record. If the animal of interest cannot be found click on the *Enter a new manatee* button or the Rescue option and enter the rescue record, or click on the Captive Birth option and enter the *Captive Birth* record before entering the *Pre-release Authorization* record.

- The *Pre-release Authorization* page will appear.

Captive Manatee Database

Enter Manatee Data

- [Rescue](#)
- [Transfer](#)
- [Pre-release Authorization](#)
- [Release](#)
- [Status Update](#)
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Pre-Release Checklist

- Photos sent to USGS Sirenia?
- If freeze-banded, Scar, Cookie, FB form completed?
- If animal was conditioned, was reinforcement of all conditioning stopped 60 days prior to release?

Naive Animals Only
(born in captivity, in captivity more than 5 years, or rescued as natural small dependent animal)

- Animal was exposed to release water type for over 30 days
Display Water Type:
Release Water Type:
Exposure Time: months
- Animal is bottom-feeding
- Animal was exposed to natural vegetation for over 30 days
Vegetation Type:
Exposure Time: months

Release Date: (mm/dd/yyyy)

Release Site:

County/State:

City:

Waterway:

Weight(kg): **Estimated Weight:** **Date Weighed:**

Length(cm): **Estimated Length:** **Date Measured:**

Veterinarian:

Facility: Blue Spring State Park

Additional Narrative:

- Complete all fields for the *Pre-release Authorization* record; fields in **bold** are required and must be entered before the system will accept the *Pre-release Authorization* record. **NOTE: approval for release will not be given for those animals that have not completed all necessary checklist requirements.**
- Click on the *Add* button to enter the data into the system.
- Information for the new *Pre-release Authorization* record will be displayed on the next page also indicating that, “You added a pre-release authorization record successfully!” **NOTE: if this page does not appear please go through the steps again to enter a *Pre-release Authorization* record; if the problem persists, contact the System Administrator.**
- The pre-release request will be automatically e-mailed to the Service for approval. **Do not release the animal until you receive an authorization email.**
- You will have the option to: Click to print the pre-release authorization record.

Captive Manatee Database

Enter Manatee Data

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You added a pre-release data successfully !!

Pre-Release Checklist

Entry Date: **2009-06-30 16:44:46.183**

Photos sent to USGS Sirenia?: **No**

If freeze-banded, Scar, Cookie, FB form completed?: **No**

If animal was conditioned was reinforcement of all conditioning stopped 60 days prior to release?: **No**

Native Animals Only

(born in captivity, in captivity more than 5 years, or rescued as natural small dependent animal)

Animal was exposed to release water type for over 30 days: **No**

Display Water Type:

Release Water Type:

Exposure Time: month(s)

Animal is bottom-feeding: **No**

Animal was exposed to natural vegetation for over 30 days: **No**

Vegetation Type:

Exposure Time: month(s)

Release Date: **01/01/2001** (mm/dd/yyyy)

Release Site: **Islamorada, mm 84 by Public Library**

County/State: **Texas / TX**

City: **albuquerque**

Waterway: **River**

Weight(kg): **1** Estimated Weight: **No** Date Weighed: **01/01/2001**

Length(cm): **1** Estimated Length: **No** Date Measured: **01/01/2001**

Veterinarian: **Michael Barrie**

Organization: **Blue Spring State Park**

Status: **0**

Additional Narrative:

[Click to print the Pre-Release entry data](#)

To Enter a Manatee Release: (to be entered after the animal has been released)

1. Click on Enter Manatee Data from the database homepage
2. Click on the Release option on the left-hand side of the screen. You will be taken to the *Search Manatee Information* page.
3. Enter information for **one** field only in the *Manatee Information* box and click on the *Next* box. **NOTE: In the *Manatee Information* box, all fields with an asterisk [*] indicate a wildcard search. Results will be all entries with full or partial words or identification numbers from the information that was provided.**
4. All animals that met the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page.

Captive Manatee Database

Enter Manatee Data

[Rescue](#)

[Transfer](#)

[Pre-release Authorization](#)

[Release](#)

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Search Manatee Information

* indicates a wildcard search. For example, if you enter Bob, you will get a list containing Bob, Bob 2, New Bob, Bobber, etc.

Search for Individual Manatee

Enter **only one** field below to identify the animal and click Next

If you do not have the information for the search, or if you want to search on more criteria, click on Advanced Search

Manatee Information

MLog:

Animal ID *:

Manatee Name *:

Tag ID : Tag Type: All ▼

5. Click on the radio button for the animal of interest. The Action button will already be selected for *Release*; click on the *Go* button. [If your animal of interest is not found with the first search see step 4(b) under the Enter a Manatee Rescue section to continue searching]

NOTE: if the animal of interest is not found then the *Rescue* record or *Captive Birth* record for the animal has not yet been entered into the database; ALL *Releases* must have an associated record. If the animal of interest cannot be found click on the *Enter a new manatee* button or the Rescue option and enter the *Rescue* record, or click on the Captive Birth option and enter the *Captive Birth* record before entering the *Release* record.

NOTE: if the *Pre-release Authorization* record is not submitted prior to entering a *Release* record the system will NOT take the *Release* record and an error message will appear saying, “There is no pre-release request for this animal. A pre-release request must be submitted before release information can be entered.” If you receive this error message use the back arrow at the top left-hand corner of the page to return to the previous page, and then click on the *Enter Pre-release* button to enter the *Pre-release Authorization* request.



6. The *Enter release details in the Pre-Release Authorization record* page will appear along with the *Mlog* for the animal of interest. Information from the *Pre-release Authorization* record will be displayed.

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Enter Manatee Data

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Enter the Release Details Based on Pre-Release Data (MLog: 276)

Release Date: 01/01/2001 (mm/dd/yyyy)

Release Location Information

Release Site: Islamorada, mm 84 by Public Library

County/State: Texas / TX

City: albuquerque

Waterway: River

Other Release Information

Tracker:

Veterinarian: Bame, Michael

Facility: Blue Spring State Park

Participating Org:

Additional Narrative:

7. Review all information and change or complete all fields for the *Release* record; fields in **bold** are required and must be entered before the system will accept the *Release* record.
8. Click on the *Add* button to enter the data into the system.

Captive Manatee Database

Enter Manatee Data

[Rescue](#)

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[Click to print the Release entry data](#)

You added a new manatee release data successfully !!

| FIELDS NAME | CONTENTS |
|----------------------------|-------------------------------------|
| MLog, Release Date : | 276, 01/01/2001 |
| Release Site : | Islamorada, mm 84 by Public Library |
| State, County, City : | TX, Texas, albuquerque |
| Waterway, Bottom Feeding : | River, |
| Natural Veg, VegType : | |
| Release Water Type : | |
| MonthsExpWater : | |
| Tracker : | |
| Participating Org : | |
| VetID, Org : | mbarrie, BSSP |
| Weight, EstW, WeightDate : | 1, N, 01/01/2001 |
| Length, EstL, LengthDate : | 1, N, 01/01/2001 |
| CreateBy : | summer |

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 Copyright © 2009 All rights reserved. Last Modified: 06/30/2009 14:54:22

9. Information for the new *Release* record will be displayed on the next page also indicating that, “You have added a new Release record successfully!” **NOTE: if this page does not**

appear please go through the steps again to enter a *Release* record; if the problem persists, contact the System Administrator.

10. You will have the option to: [Click to print the release record.](#)

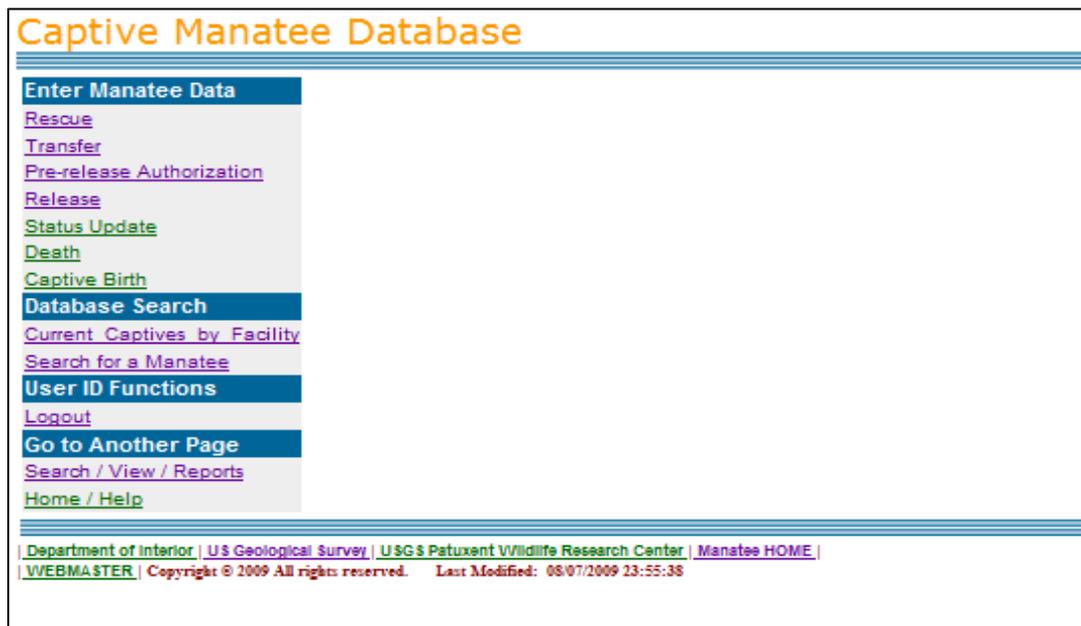
To Enter a Status Update:

You can enter a status update two ways:

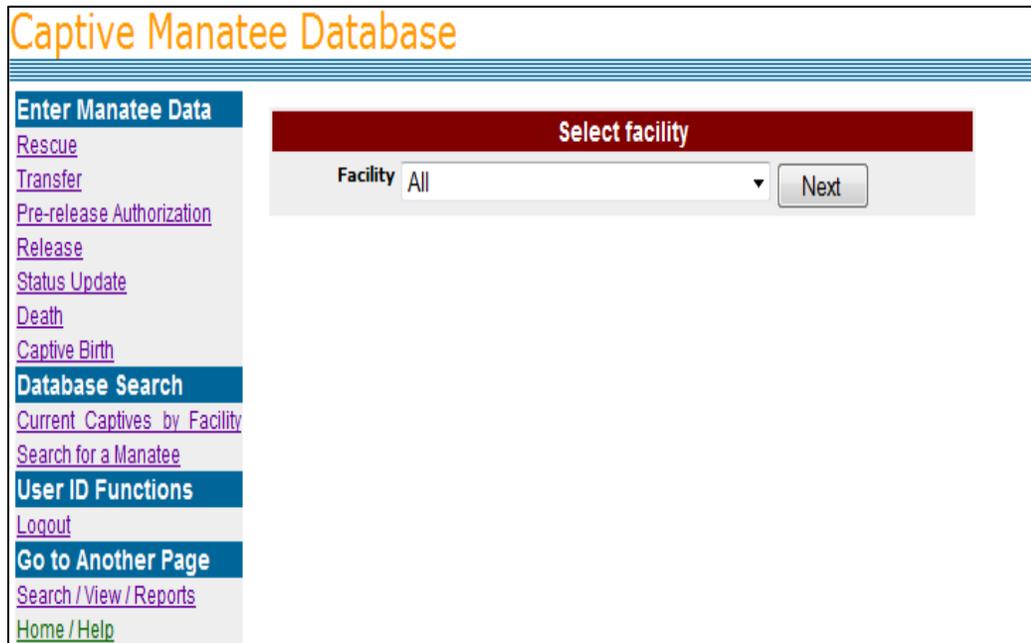
- A. Select the [Current Captives by Facility](#) link
- B. Select the [Status Update](#) link

Option A: Select the [Current Captives by Facility](#) link

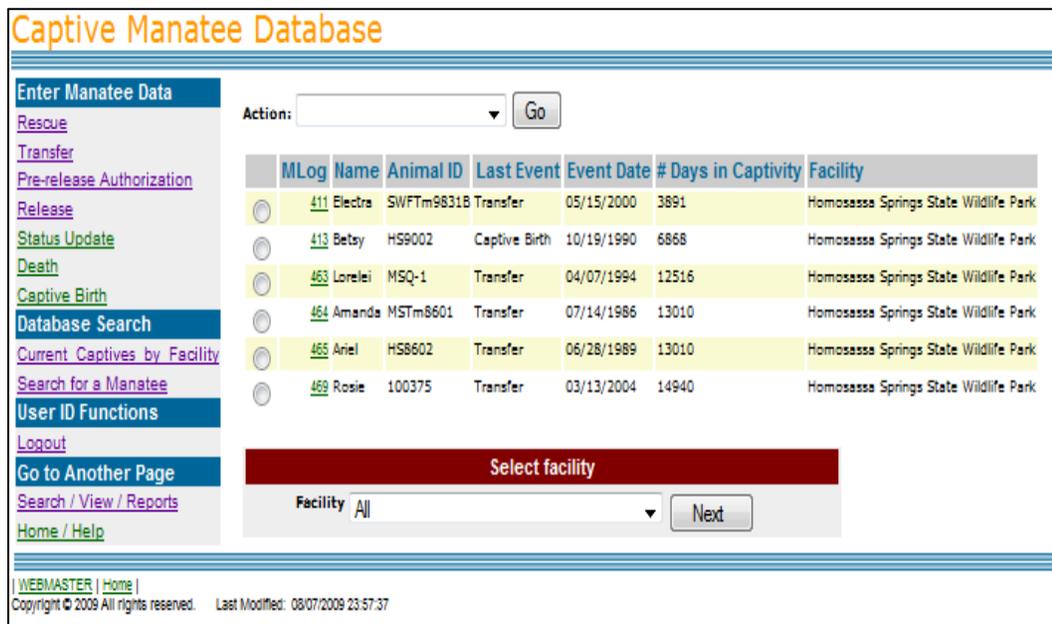
1. Under *Database Search/view* on the left-hand side of the page click on [Current Captives by Facility](#). **NOTE: this option can also be used to enter a *Birth, Death, Pre-release Authorization, Release* or *Transfer* record.**



2. The next page will ask you to select the facility of interest or you will have the option to select all the facilities holding captive manatees within the rescue/rehab program. Select the facility and click on the *Next* button; a list of animals in that facility will appear. **NOTE: the list generated will be a list of all manatees currently in captivity in that facility.**



3. Click on the radio button for the animal of interest. Select *Status Update* for the Action and click on the *Go* button



4. Follow instructions under **Adding a status record once animal is identified** section to enter the status update record.

Option B: Select the Status Update link

1. Click on Enter Manatee Data from the database homepage

2. Click on the Status Update option on the left-hand side of the screen. You will be taken to the *Search Manatee Information* page.
3. Enter information for **one** field only in the *Manatee Information* box and click on the *Next* box. **NOTE: In the *Manatee Information* box, all fields with an asterisk [*] indicate a wildcard search. Results will be all entries with full or partial words or identification numbers from the information that was provided.**
4. All animals that met the criteria submitted in the chosen field of the *Manatee Information* box will be presented on the following page.

5. Click on the radio button for the animal of interest. The Action button will already be selected for *Status Update*; click on the *Go* button. [If your animal of interest is not found with the first search see step 4(b) under the Enter a Manatee Rescue section to continue searching] **NOTE: if the animal of interest is not found then the *Rescue* record or *Captive Birth* record for the animal has not yet been entered into the database; ALL *Status Updates* must have an associated record. If the animal of interest cannot be found click on the *Enter a new manatee* button or the Rescue option and enter the *Rescue* record, or click on the Captive Birth option and enter the *Captive Birth* record before entering the *Status Update* record.**
6. Follow instructions under **Adding a status record once animal is identified** section to enter the status update record.

Adding a status record once animal is identified:

1. The *Add a new status record* page will appear along with the *Mlog* for the animal of interest. **NOTE: only one status record can be entered for each animal every 6 months. If you get a message that a status data already exists for this animal, you can view the status report by clicking the back arrow at the top left hand corner of the screen. You will**

then return to the screen which lists the animals found from your previous search; click on the *MLog* for the animal of interest and you will be taken to the *Animal History* page.

2. Select the *Status* tab to see a list of status records for that animal. Click on the desired *Year(Half)* link to see the details of the individual status records. **NOTE: If information on the status record needs to be changed, contact the System Administrator.**

3. Information will be entered from the previous status report, if one exists. The screen is separated into three sections: *Status Information from previous status record*, *New Status Information (Enter for every status record)* and *Measurements (Enter for every status record)*. [See **To Enter a Status Record from the Manatee Information Page** section for page details]. Change or complete all fields for the *Status Update* record; fields in **bold** are required and must be entered before the system will accept the *Status Update* record.
4. Click on the *Add* button to enter the data into the system.
4. Information for the new *Status Update* record will be displayed on the next page. **NOTE: if this page does not appear please go through the steps again to enter a status update record; if the problem persists, contact the System Administrator.**
5. You will have the option to: Click to print the status update record.

| FIELDS NAME | CONTENTS |
|-------------------------------------|---------------------|
| <i>MLog, ReqHalfYr, ReqYear</i> | 355, 2, 2009 |
| <i>Health Status, HealthDiag</i> | S, test test |
| <i>Bloods, Release Status, Time</i> | N, NonPreAct, G |
| <i>Weight, EstW, WDate</i> | 2445, N, 08/02/2009 |
| <i>Length, EstL, LDate</i> | 122, N, 08/02/2009 |
| <i>VetID, Org</i> | mwalsh, mwalsh |
| <i>CreateBy, CreateDate</i> | testfac, 08/08/2009 |
| <i>UpdateBy, UpdateDate</i> | D, 08/08/2009 |

VIEWING & ENTERING INFORMATION FOR ANIMALS ALREADY IN THE DATABASE USING THE MANATEE INFORMATION PAGE

The *Manatee Information* page is where the user can enter additional information (i.e., new records) for an animal that is already in the database or view all the information already entered for an animal in the database. The page is divided into three sections: *Animal History*, buttons for data entry, and a series of view tabs on the bottom of the page.

Animal History will be the first information box at the top of the page. This box will contain all the event history records for the animal of interest beginning with the oldest entry. You may click on any *Event* link (e.g., Rescue, Release, Transfer, Birth, Death) to VIEW details regarding that event. The history of a chosen event will then be displayed. This page can be printed by using your *File* option at the top left corner of the page and then selecting *Print*. **NOTE: The *Animal History* section is only a VIEW option! If you have additional information for an event record already entered or if an event record needs correction please contact the System Administrator.**

In the middle of the page under the *Animal History* section will be a series of buttons which you may select to ENTER additional information for the animal of interest. Different buttons will be displayed depending on the animal and previous events already entered (e.g., an animal that already has died will not have a rescue or release button option to enter additional information). To enter additional information click on the appropriate button (e.g., *Enter Rescue*, *Enter Death*, *Enter Release*) where you will be taken to a blank record form. **NOTE: These buttons take you to new records. Once a record is submitted it cannot be modified; please contact the System Administrator to edit a record.**

At the bottom of the page is a series of tabs to view additional information entered about the animal of interest; this is only a view option! **NOTE: If you have additional information for an event record already entered use the enter buttons in the middle of the page. If an event record needs correction please contact the System Administrator.**

1. To get to the *Manatee Information* page click on Enter Manatee Data link under *Database Access* on the left hand side of the screen on the home page.



2. On the next page click on the [Search for a Manatee](#) under the *Database Search/View* section on the left-hand side of the opening page.
3. You will be directed to the *Search Manatee Information* page

Captive Manatee Database

Enter Manatee Data

- [Rescue](#)
- [Transfer](#)
- [Pre-release Authorization](#)
- [Release](#)
- [Status Update](#)
- [Death](#)
- [Captive Birth](#)

Database Search

- [Current Captives by Facility](#)
- [Search for a Manatee](#)

User ID Functions

- [Logout](#)
- [Go to Another Page](#)
- [Search / View / Reports](#)
- [Home / Help](#)

Search Manatee Information

* indicates a wildcard search. For example, if you enter Bob, you will get a list containing Bob, Bob 2, New Bob, Bobber, etc.

Search for Individual Manatee
Enter **only one** field below to identify the animal and click Next

If you do not have the information for the search, or if you want to search on more criteria, click on Advanced Search

Manatee Information

MLog:

Animal ID *:

Manatee Name *:

Tag ID : Tag Type: All

4. Enter your *Manatee Information*
5. Click on the *Next* button
6. Click on the *Mlog* number for the animal of interest. You will be taken to the *Manatee Information* page, where you can view all information about the animal of interest and add new information. **NOTE: if the animal of interest cannot be found follow instructions on page 3, section 4.b, 5.a & 5.b. under option A.**
7. The *Manatee Information* page will display several identifying factors of an animal to ensure you are on the correct page for the desired animal of interest. Identifying factors are at the top of the page and include: *Mlog, Sex, Name and Animal ID*. The *Manatee Information* page will have all the event records that have been entered for your animal of interest. Check to make sure this is the animal you are searching for by reviewing the information on the animal including: *sex, name, Animal ID* (also known as the *Primary ID*) and the *Mlog* number. If you are still unsure if the animal information displayed is your animal of interest you may also check for additional *Animal ID* information by clicking on the *Animal ID* tab or by viewing additional information on the animal by clicking any event link (at top of page) or information tab (at bottom of the page).
8. Once you are certain the animal selected is your animal of interest click on the appropriate button in which you wish to add additional information (e.g., *Enter Death, Enter Release, Enter Rescue, Enter Conditioning*), or you can view all information for that animal by clicking on the *Event* links at the top of the page under *Animal History* or by selecting the information tabs at the bottom of the page.

Captive Manatee Database

Enter Manatee Data

[Rescue](#)

[Transfer](#)

[Pre-release Authorization](#)

[Release](#)

[Status Update](#)

[Death](#)

[Captive Birth](#)

Database Search

[Current Captives by Facility](#)

[Search for a Manatee](#)

User ID Functions

[Logout](#)

Go to Another Page

[Search / View / Reports](#)

[Home / Help](#)

Manatee Information (MLog:276)

Sex: **M** Name: **Stormy** Animal ID: **100314** Rearing:

Animal History

| Event Date | Event | Details | Location |
|------------|-------------------------------|---|---------------------|
| 07/22/1985 | Captive Birth | Name of Dam: Aerial | MSQ |
| 07/14/1986 | Transfer | Reason: Make Room at Critical Care Facility | To: HSSWP From: MSQ |
| 04/16/2000 | Transfer | Reason: Management Decision | To: LPZ From: HSSWP |
| 02/15/2002 | Release | From: LPZ | Blue Spring, SJR |
| 03/08/2002 | Rescue | To: LPZ (Natural) | St Johns River |
| 02/24/2003 | Release | From: LPZ | Blue Spring, SJR |
| 04/26/2009 | Rescue | Assist AND Release | some waterway |
| 04/30/2009 | Rescue | To: COL (Incidental) | some waterway |

| Animal ID | Status | Manatee Name | Tag | | | |
|------------------------------|---------|--------------|------------|--------------|------------|--------------|
| Animal ID Information | | | | | | |
| Animal ID | Primary | IDType | Created By | Created Date | Updated By | Updated Date |
| 100314 | YES | Facility | D | 06/06/2008 | D | 06/06/2008 |
| 123321 | NO | Rescue | carol | 05/08/2009 | D | 05/08/2009 |
| 1ws | NO | Rescue | carol | 05/05/2009 | D | 05/05/2009 |
| HS8605 | NO | Unidentified | D | 06/06/2008 | carol | 04/22/2009 |
| REC0202 | NO | Rescue | D | 06/06/2008 | D | 06/06/2008 |
| T00085 | NO | Tag | D | 06/06/2008 | D | 06/06/2008 |

To View Information on the Manatee Information Page:

1. Click on [Search for a Manatee](#) under the *Database Search* section on the left-hand side of the opening page.
2. You will be directed to the *Search Manatee Information* page
3. Enter your *Manatee Information*
4. Follow instructions above starting from #4-8
5. Once you are certain the animal selected is your animal of interest you can view all information for that animal by clicking on the *Event* links at the top of the page under *Animal History* or by selecting the information tabs at the bottom of the page.

Captive Manatee Database

Enter Manatee Data

[Rescue](#)

[Transfer](#)

[Pre-release Authorization](#)

[Release](#)

[Status Update](#)

[Death](#)

[Captive Birth](#)

Database Search

[Current Captives by Facility](#)

[Search for a Manatee](#)

User ID Functions

[Logout](#)

Go to Another Page

[Search / View / Reports](#)

[Home / Help](#)

Manatee Information (MLog:276)

Sex: **M** Name: **Stormy** Animal ID: **100314** Rearing:

Animal History

| Event Date | Event | Details | Location |
|------------|-------------------------------|---|---------------------|
| 07/22/1985 | Captive Birth | Name of Dam: Aerial | MSQ |
| 07/14/1986 | Transfer | Reason: Make Room at Critical Care Facility | To: HSSWP From: MSQ |
| 04/16/2000 | Transfer | Reason: Management Decision | To: LPZ From: HSSWP |
| 02/15/2002 | Release | From: LPZ | Blue Spring, SJR |
| 03/08/2002 | Rescue | To: LPZ (Natural) | St Johns River |
| 02/24/2003 | Release | From: LPZ | Blue Spring, SJR |
| 04/26/2009 | Rescue | Assist AND Release | some waterway |
| 04/30/2009 | Rescue | To: COL (Incidental) | some waterway |

| Animal ID | Status | Manatee Name | Tag | | | |
|------------------------------|---------|--------------|------------|--------------|------------|--------------|
| Animal ID Information | | | | | | |
| Animal ID | Primary | IDType | Created By | Created Date | Updated By | Updated Date |
| 100314 | YES | Facility | D | 06/06/2008 | D | 06/06/2008 |
| 123321 | NO | Rescue | carol | 05/08/2009 | D | 05/08/2009 |
| 1ws | NO | Rescue | carol | 05/05/2009 | D | 05/05/2009 |
| HS8605 | NO | Unidentified | D | 06/06/2008 | carol | 04/22/2009 |
| REC0202 | NO | Rescue | D | 06/06/2008 | D | 06/06/2008 |
| T00085 | NO | Tag | D | 06/06/2008 | D | 06/06/2008 |

To Enter an Additional Animal ID from the Manatee Information Page:

1. Click on the *Enter Animal ID* button on the *Manatee Information* page.
2. A screen will appear with a list of *Animal ID*'s for the animal of interest and the *Add a new Animal ID* box with the *Mlog* for your manatee of interest. All *Animal ID* information should be reviewed for accuracy and duplication before entering a new tag.
3. Enter *Animal ID* and *ID Type*. [See [Enter a New Manatee Rescue](#) section for guidelines are entering manatee ID's].
4. Click on the *Add* button when all the animal ID information is completed. Once your entry has been added the previous page will appear with the list of *Animal ID*'s for the animal of interest and the *Add a new Animal ID* box with the *Mlog* for your manatee of interest. Your new animal ID entry should appear on the list of *Animal ID*'s. If the new *Animal ID* entered is not on the list re-enter the information or contact the System Administrator.

The screenshot shows the 'Captive Manatee Database' interface. On the left is a navigation menu with links for 'Enter Manatee Data', 'Rescue', 'Transfer', 'Pre-release Authorization', 'Release', 'Status Update', 'Death', 'Captive Birth', 'Database Search', 'Current Captives by Facility', 'Search for a Manatee', 'User ID Functions', 'Logout', 'Go to Another Page', 'Search / View / Reports', and 'Home / Help'. The main content area has a header 'Captive Manatee Database' and a sub-header 'Enter Manatee Data'. Below this is a message: 'Please look at the existing AnimalID and add more AnimalID if you needed'. A table lists existing records:

| AnimalID | MLog | PrimaryID | IDType | CreateBy | CreateDate | UpdateBy | UpdateDate |
|------------|------|-----------|--------|----------|------------|----------|------------|
| REC0511 | 849 | 0 | R | D | 06/06/2008 | D | 06/06/2008 |
| SWFTM0515B | 849 | 1 | F | D | 06/06/2008 | D | 06/06/2008 |

Below the table is a form titled 'Add a new AnimalID (MLog=849)'. It contains two input fields: 'AnimalID' (a text box) and 'IDType' (a dropdown menu). An 'Add' button is located at the bottom right of the form.

To Enter a Conditioning Record from the Manatee Information Page:

1. Click on the *Enter Conditioning* button on the *Manatee Information* page. A screen labeled *Add a new Conditioning Information* will appear with the *Mlog* for your manatee of interest presented at the top of the page. The *rescue date* or *birth date* (for captive born animals) will automatically be filled in by the system.

The screenshot shows the 'Captive Manatee Database' interface. On the left is a navigation menu with links for 'Enter Manatee Data', 'Rescue', 'Transfer', 'Pre-release Authorization', 'Release', 'Status Update', 'Death', 'Captive Birth', 'Database Search', 'Current Captives by Facility', 'Search for a Manatee', 'User ID Functions', 'Logout', 'Go to Another Page', 'Search / View / Reports', and 'Home / Help'. The main content area has a header 'Captive Manatee Database' and a sub-header 'Enter Manatee Data'. Below this is a message: 'Please look at the existing AnimalID and add more AnimalID if you needed'. A table lists existing records:

| AnimalID | MLog | PrimaryID | IDType | CreateBy | CreateDate | UpdateBy | UpdateDate |
|------------|------|-----------|--------|----------|------------|----------|------------|
| REC0511 | 849 | 0 | R | D | 06/06/2008 | D | 06/06/2008 |
| SWFTM0515B | 849 | 1 | F | D | 06/06/2008 | D | 06/06/2008 |

Below the table is a form titled 'Add a new Conditioning information (MLog=849)'. It contains several input fields: 'Conditioning Date' (a text box with the value '07/27/2005'), 'Conditioning Purpose' (a dropdown menu), 'Project (PIID)' (a dropdown menu), 'Stimulus' (a text box), and 'Additional Narrative' (a large text area). An 'Add' button is located at the bottom right of the form.

- Complete all fields for the *Conditioning* record; fields in **bold** are required and must be entered before the system will accept the new *Conditioning* record. If the *Conditioning Purpose* is associated with a permitted research project select the *research* option for *Conditioning Purpose*. If the conditioning is to prepare the animal for release or for husbandry purposes select the *husbandry* option for *Conditioning Purpose*. If the *Conditioning Purpose* is not for any of the previously stated reasons select the other option for *Conditioning Purpose* and explain in the *Additional Narrative* section. In the *Project (PI ID)* field select either: the permitted research project for which the conditioning is being conducted, or select husbandry, release or other option. In the *Stimulus* field enter the appropriate stimulus which is being used for conditioning. *Additional Narrative* may be entered, unless the *other* option was chosen for *Conditioning Purpose*, in which an explanation should be entered in this box.
- Click on the *Add* button to enter the data into the system.
- Once your entry has been added a confirmation page will appear showing your new record information.

Captive manatee database (Test Site)

Enter Manatee Data

- Rescue
- Transfer
- Pre-release Authorization
- Release
- Status Update
- Death
- Captive Birth

Database Search

- Current Captives by Facility
- Search for a Manatee
- User ID Functions
- Logout
- Go to Another Page
- Search / View / Reports
- Home / Help

Please look at the existing conditioning data and add more if you needed

| Conditioning Date | Conditioning Purpose | Stimulus | CreateBy | UpdateBy |
|-------------------|----------------------|--|----------|------------|
| 05/16/1987 | Scientific | clapping hands | testfac | D |
| 05/16/1987 | Scientific | Establishing Comprehensive Monitoring of Reproductive Endocrine Health in the Endangered Florida Man | carol | 08/08/2009 |
| 05/16/1987 | Scientific | whistle | carol | D |
| 05/16/1987 | Scientific | Establishing Comprehensive Monitoring of Reproductive Endocrine Health in the Endangered Florida Man | carol | 08/07/2009 |

Add a new Conditioning information (MLog=313)

Conditioning Date: 05/16/1987

Conditioning Purpose:

Project (PIID):

Stimulus:

Additional Narrative:

Add

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To Enter an Entanglement Record from the Manatee Information Page:

- Click on the *Enter Entanglement* button on the *Manatee Information* page. A screen labeled *Add Entanglement Information* will appear with the *Mlog* for your manatee of interest presented at the top of the page. Select the appropriate *Rescue date* and *Rescues per day* (default is 1) from the drop-down list. **NOTE: All previously entered *Entanglement* records should be reviewed for accuracy and duplication before entering a new *Entanglement* record. A message on the screen will remind you with, “Please review the existing entanglement records; if the information is incorrect please contact your System Administrator. Add additional information if necessary.”**

Captive Manatee Database

Enter Manatee Data

- Rescue
- Transfer
- Pre-release Authorization
- Release
- Status Update
- Death
- Captive Birth
- Database Search
- Current Captives by Facility
- Search for a Manatee
- User ID Functions
- Logout
- Go to Another Page
- Search / View / Reports
- Home / Help

Please check the existing entanglement information. If the information is incorrect, contact your system administrator to add the correct information. Add additional entanglement information if necessary.

| Rescue Date | Res/Day | Gear Type | Gear Desc | Entanglement Location | UpdateBy | UpdateDate |
|-------------|---------|----------------|-----------|-----------------------|----------|------------|
| 04/06/1999 | 1 | Crab Trap Only | | Unknown | D | 07/09/2009 |
| 05/30/2000 | 1 | Monoftament | | Unknown | D | 07/09/2009 |
| 12/03/2001 | 1 | Monoftament | | Right pectoral | D | 07/09/2009 |
| 03/24/2003 | 1 | Monoftament | | Right pec | D | 07/09/2009 |
| 11/13/2003 | 1 | Monoftament | | left flipper | D | 07/09/2009 |
| 07/24/2006 | 1 | Monoftament | | on both flippers | D | 07/09/2009 |
| 04/07/2008 | 1 | Monoftament | | both flippers | D | 07/09/2009 |

Add Entanglement Information (MLog=430)

Rescue Date: Rescue Per Day:

Gear:

Description of Gear:

Location of Entanglement:

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- Complete all fields for the *Entanglement* record; fields in **bold** are required and must be entered before the system will accept the new *Entanglement* record. **NOTE: Complete an entanglement record for each type of gear in which the animal was entangled.**
- Click on the *Add* button when all the entanglement information is completed. Once your entry has been added a confirmation page will appear showing your new *Entanglement* record. Review the new record for accuracy; if the new *Entanglement* record does not appear please re-enter the information or contact the System Administrator.

Captive manatee database (Test Site)

Enter Manatee Data

- Rescue
- Transfer
- Pre-release Authorization
- Release
- Status Update
- Death
- Captive Birth
- Database Search
- Current Captives by Facility
- Search for a Manatee
- User ID Functions
- Logout
- Go to Another Page
- Search / View / Reports
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The record was saved. If you want to add more, click back button and add another new entanglement.

Please check the existing entanglement information. If the information is incorrect, contact your system administrator to add the correct information. Add additional entanglement information if necessary.

| Rescue Date | Res/Day | Gear Type | Gear Desc | Entanglement Location | UpdateBy | UpdateDate |
|-------------|---------|------------------------|----------------------|-----------------------|----------|------------|
| 04/06/1999 | 1 | Crab Trap Only | | | D | 06/06/2008 |
| 05/30/2000 | 1 | Monoftament | | | D | 06/06/2008 |
| 12/03/2001 | 1 | Monoftament | | Right pectoral | D | 06/06/2008 |
| 03/24/2003 | 1 | Crab Trap + Float Line | testing testing nose | | D | 08/08/2009 |
| 03/24/2003 | 1 | Monoftament | | Right pec | D | 06/06/2008 |
| 11/13/2003 | 1 | Monoftament | | left flipper | D | 06/06/2008 |
| 07/24/2006 | 1 | Monoftament | | on both flippers | D | 06/06/2008 |
| 02/02/2009 | 1 | Nylon Line | | hind | D | 05/22/2009 |

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To Enter a Status Record from the Manatee Information Page:

1. Click on the *Enter Status* button on the *Manatee Information* page. A screen labeled *Add a new status record* will appear with the *Mlog* for your manatee of interest presented at the top of the page.
2. The screen is separated into three sections: *Status Information from previous status record*, *New Status Information (Enter for every status record)* and *Measurements (Enter for every status record)*.

The screenshot shows the 'Captive Manatee Database' interface. On the left is a navigation menu with links like 'Enter Manatee Data', 'Rescue', 'Transfer', 'Pre-release Authorization', 'Release', 'Status Update', 'Death', 'Captive Birth', 'Database Search', 'Current Captives by Facility', 'Search for a Manatee', 'User ID Functions', 'Logout', 'Go to Another Page', 'Search / View / Reports', and 'Home / Help'. The main content area is titled 'Add a new Status record (MLog=849)'. It is divided into three sections: 1. 'Status Information from previous status record' containing 'Health Status' (dropdown), 'Health Diagnosis' (text area), 'Release Status' (dropdown), 'Release Time?' (dropdown), 'Veterinarian:' (dropdown), and 'Organization:' (dropdown). 2. 'New Status Information (Enter for every status record)' containing 'Were bloods taken?' (dropdown). 3. 'Measurements (Enter for every status record)' containing 'Weight(kg):' (text input), 'Estimated Weight:' (dropdown with 'Unknown' selected), 'Date Weighed:' (text input), 'Length(cm):' (text input), 'Estimated Length:' (dropdown with 'Unknown' selected), and 'Date Measured:' (text input). An 'Add' button is at the bottom.

3. Complete all fields for the *Status Information from previous status record* section; all fields are required and must be entered before the system will accept the new *Status* record.
NOTE: once information from this section is entered it will be displayed every time a new status report is entered. Previous information entered in this section may be used for subsequent Status Reports or new information may be entered into these fields.
4. Under the *New Status Information (Enter for every status record)* section select the correct information for *Were Bloods Taken* field. **NOTE: this field in this section must be entered with updated (new) information for each Status Report.**
5. Under the *Measurements (Enter for every status record)* section enter the *Weight* and *Length*, select the correct *Estimated Weight* and *Estimated Length* information and enter the correct *Date Weighed* and *Date Measured*. **NOTE: these fields in this section must be entered with updated (new) information for each Status Report.**
6. Click on the *Add* button when all the *Status* information is completed. Once your entry has been added a confirmation page will appear showing your new record information.

Captive manatee database (Test Site)

Enter Manatee Data

[Rescue](#)

[Transfer](#)

[Pre-release Authorization](#)

[Release](#)

[Status Update](#)

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Database Search

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User ID Functions

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● [Click to print the status entry data](#)

| FIELDS NAME | CONTENTS |
|--------------------------------|---------------------|
| MLog, ReqHalfYr, ReqYear : | 430, 2, 2009 |
| Health Status, HealthDiag : | C, test test |
| Bloods, Release Status, Time : | N, CondRel, W |
| Weight, EstW, WDate : | 2587, N, 08/05/2009 |
| Length, EstL, LDate : | 144, N, 08/05/2009 |
| VetID, Org : | bchittick,bchittick |
| CreateBy, CreateDate : | testfac, 08/08/2009 |
| UpdateBy, UpdateDate : | D, 08/08/2009 |

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To Enter a Manatee Name from the Manatee Information Page:

1. Click on the *Enter Manatee Name* button on the *Manatee Information* page. A screen will come up with *Add a new manatee name* on the top of the page.
2. Enter the manatee name and click the *Add* button. **NOTE: names must only be one word and have no punctuation or numbers.**
3. If the name is not already in the system the new name record will appear on the next page. If the name is already being used in the system an error message will appear saying “This entry can not be saved because this manatee name already exists in the system.” **NOTE: Only one manatee name may be entered into the system. Additional names will not be accepted by the system. Once a name is entered it will be the Primary name for the animal. A name can only be changed by the System Administrator.**

Captive Manatee Database

Enter Manatee Data

[Rescue](#)

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Add a new manatee name

Manatee Name

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To Enter a Tag Record from the Manatee Information Page:

1. Click on the *Enter Tag* button on the *Manatee Information* page. A screen will come up with the *Mlog* for your manatee of interest presented at the top of the page. The page is separated into three sections: *Manatee History*, a list of tags (if previous tags were entered), and the *Add new tag information* box. All previously entered tag records should be reviewed for accuracy and duplication before entering a new tag record. A message on the screen will remind you with “Please look at existing tag records and add additional tags if needed.”
2. Complete all fields for *Add new tag information* box; all fields are required and must be entered before the system will accept the new *Tag* record. Select the event type and the associated date of that event (e.g., the tag was put on during a release event on a certain date). **NOTE: the right and left Pit tags must be entered separately.**
3. Click on the *Add* button when all the *Tag* information is completed. Once your entry has been added the previous page will appear containing the *Manatee History*, a list of tags (if previous tags were entered), and the *Add new tag information* box. Review the list of tags to ensure the new tag record appears. If the new tag information does not appear please re-enter the information or contact the System Administrator.

The screenshot displays the 'Captive Manatee Database' interface. At the top, it shows 'Manatee Information (MLog: 849)' with details: Sex: F, Name: Spout, Animal ID: SWFTm0515B, Rearing: [blank]. Below this is an 'Animal History' table:

| Event Date | Event | Details | Location |
|------------|---------|----------------------------------|---------------------|
| 07/27/2005 | Rescue | To: SWF (Calf of Rescued Mother) | Indian River Lagoon |
| 06/06/2006 | Release | From: SWF | Mosquito Lagoon |

A message below the table reads: "Please look at the existing Tag and add more Tag if you needed". Below the message is a table of existing tags:

| Tag Type | Date Applied | Tag ID | Event | Event Date |
|----------|--------------|------------|---------|------------|
| FB | 06/06/2006 | E7 | Release | 06/06/2006 |
| Pit-L | 06/06/2006 | 000672373D | Release | 06/06/2006 |
| Pit-R | 06/06/2006 | 000671302A | Release | 06/06/2006 |

At the bottom is the 'Add a new tag Information (MLog: 849)' form with fields for Tag Type (dropdown), Date Applied (text), Tag ID (text), Tag Info (text area), Event (dropdown), and Event Date (dropdown). An 'Add' button is located at the bottom right of the form.

To Enter a Manatee Death, Pre-Release, Release, Rescue or Transfer from the Manatee Information Page:

1. Click on the desired data entry button (e.g., *Enter Death*, *Enter Pre-Release*, *Enter Release*) on the *Manatee Information* page. A screen will come up for you to add the new record along with the *Mlog* for the animal of interest at the top of the page (except for when a Pre-release is entered). [For details on entering information for *Deaths*, *Births*, *Transfers*, *Pre-*

release Authorizations or Releases see their specific sections in the User Manual under entering data].

Captive Manatee Database

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Manatee Information (MLog:276)
 Sex: M Name: Stormy Animal ID: 100314 Rearing:

Animal History

| Event Date | Event | Details | Location |
|------------|-------------------------------|---|---------------------|
| 07/22/1985 | Captive Birth | Name of Dam: Aerial | MSQ |
| 07/14/1986 | Transfer | Reason: Make Room at Critical Care Facility | To: HSSWP From: MSQ |
| 04/16/2000 | Transfer | Reason: Management Decision | To: LPZ From: HSSWP |
| 02/19/2002 | Release | From: LPZ | Blue Spring, SJR |
| 03/08/2002 | Rescue | To: LPZ (Natural) | St Johns River |
| 02/24/2003 | Release | From: LPZ | Blue Spring, SJR |
| 04/26/2009 | Rescue | Assist AND Release | some waterway |
| 04/30/2009 | Rescue | To: COL (Incidental) | some waterway |

Enter Death Enter PreRelease Enter Release Enter Rescue Enter Transfer

Enter Animal ID Enter Conditioning Enter Entanglement Enter Status Enter Tag

Animal ID Information

| Animal ID | Primary | IDType | Created By | Created Date | Updated By | Updated Date |
|-----------|---------|--------------|------------|--------------|------------|--------------|
| 100314 | YES | Facility | D | 06/06/2008 | D | 06/06/2008 |
| 123321 | NO | Rescue | carol | 05/08/2009 | D | 05/08/2009 |
| 1ws | NO | Rescue | carol | 05/05/2009 | D | 05/05/2009 |
| HS8605 | NO | Unidentified | D | 06/06/2008 | carol | 04/22/2009 |
| RECO202 | NO | Rescue | D | 06/06/2008 | D | 06/06/2008 |
| T00085 | NO | Tag | D | 06/06/2008 | D | 06/06/2008 |

NOTE: if the pre-release record is not submitted prior to entering a release record the system will NOT take the release record and an error message will appear saying, “There is no pre-release request for this animal. A pre-release request must be submitted before release information can be entered.” If you receive this error message use the back arrow at the top left-hand corner of the page to return to the previous page, and then click on the *Enter Pre-release* button to enter the pre-release request.

For example, here is the Enter Pre-Release screen:

Captive Manatee Database

Enter Manatee Data
[Rescue](#)
[Transfer](#)
[Pre-release Authorization](#)
[Release](#)
[Status Update](#)
[Death](#)
[Captive Birth](#)
Database Search
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Pre-Release Checklist

Photos sent to USGS Sirenia?
 If freeze-banded, Scar, Cookie, FB form completed?
 If animal was conditioned, was reinforcement of all conditioning stopped 60 days prior to release?

Naive Animals Only
 (born in captivity, in captivity more than 5 years, or rescued as natural small dependent animal)

Animal was exposed to release water type for over 30 days
 Display Water Type:
 Release Water Type:
 Exposure Time: months

Animal is bottom-feeding
 Animal was exposed to natural vegetation for over 30 days
 Vegetation Type:
 Exposure Time: months

Release Date: (mm/dd/yyyy)
 Release Site:
 County/State:
 City:
 Waterway:

Weight(kg): Estimated Weight: No Date Weighed:
 Length(cm): Estimated Length: No Date Measured:

Veterinarian:
 Facility: Fish and Wildlife Service
 Additional Narrative:

Next

2. Complete all fields for the record of interest; fields in **bold** are required and must be entered before the system will accept a new record.
3. Click on the *Add* button to enter the data into the system.
4. Information for the new record will be displayed on the next page also indicating that, you have added the new record successfully. **NOTE: if this page does not appear please go through the steps again to enter a *Pre-release Authorization* record; if the problem persists, contact the System Administrator.**
5. You will have the option to: Click to print the new record.

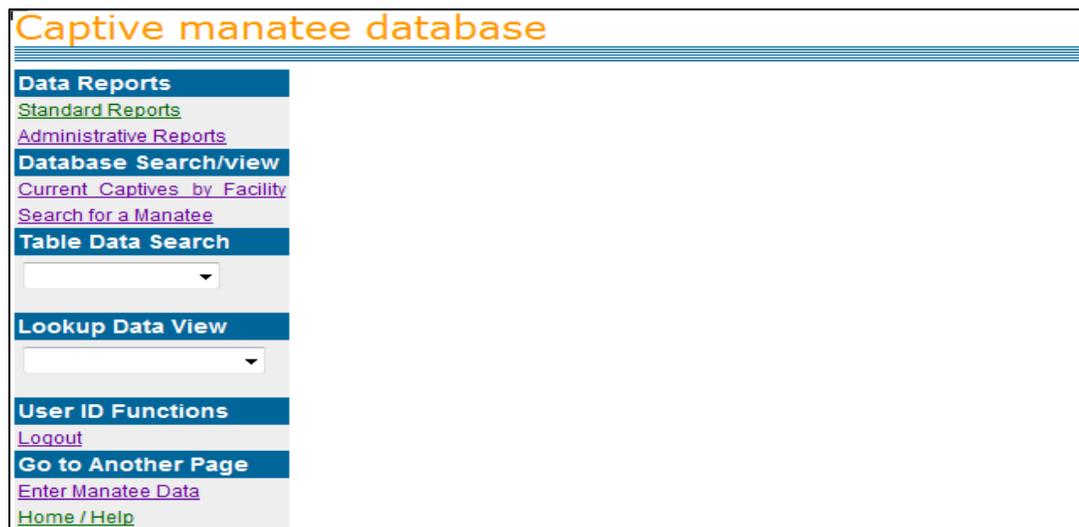
SEARCHING AND VIEWING DATA REPORTS & RECORDS

To Search and View Reports:

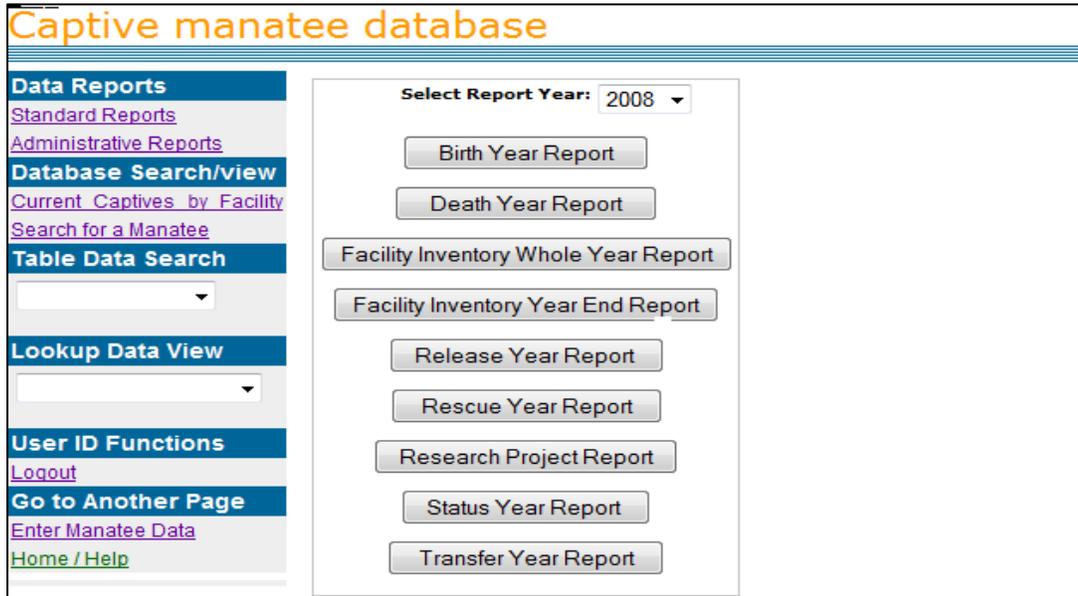
1. Click on Search/View Reports from the database homepage



2. Under *Data Reports* on the left-hand side of the page click on Standard Reports



3. Select the year under *Select Report Years*



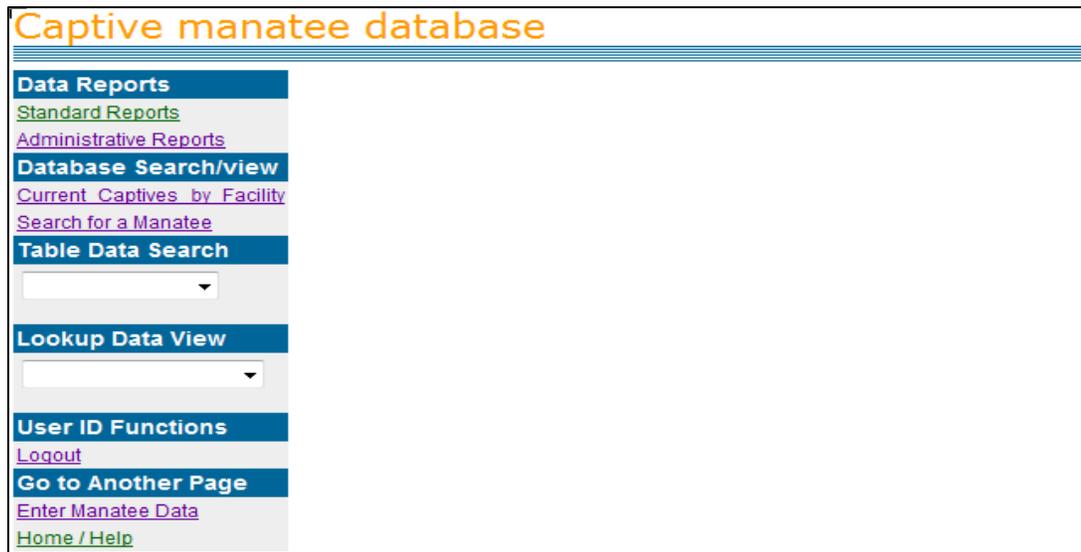
4. Click on the desired type of report (e.g., *Birth Year Report*, *Status Year Report*)
5. The information for that year should appear
6. You can either click on the *Manatee Number (Mlog)* to view details for that individual or you can hit the *file print* function to print all the records for the year and type of report selected.

To View Captive Manatees by Facility:

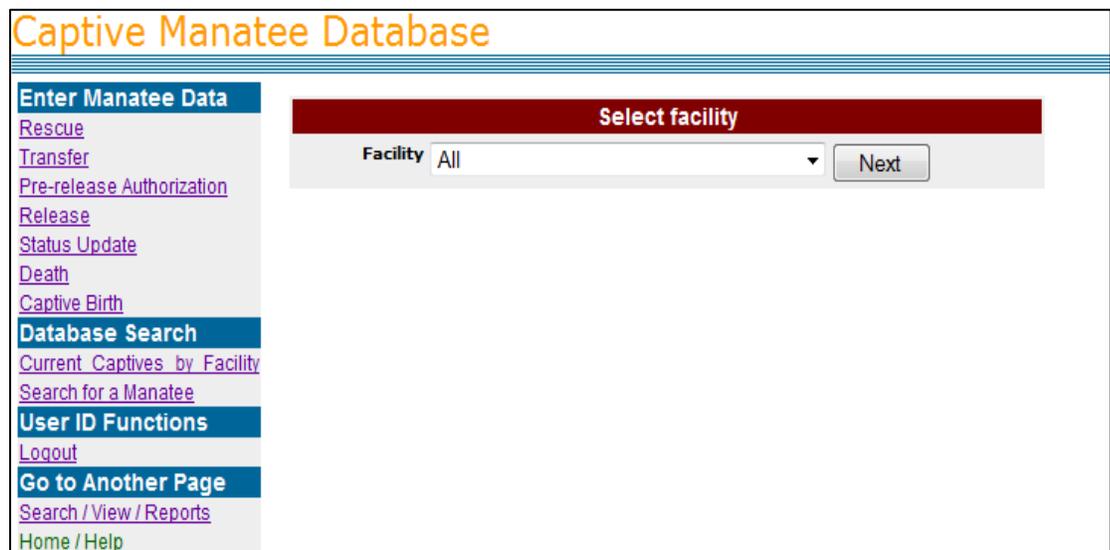
1. Click on Search/View Reports from the database homepage



2. Under *Database Search/view* on the left-hand side of the page click on Current Captives by Facility

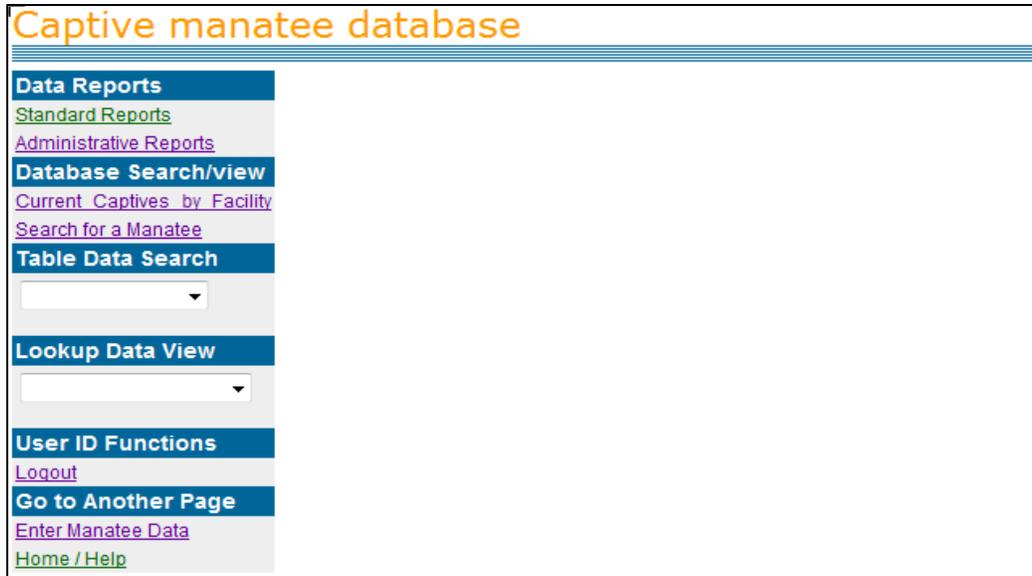


3. The next page will ask you to select the facility of interest or you will have the option to select all the facilities holding captive manatees within the rescue/rehab program. Select the facility and click on the *Next* button; a list of animals will appear. **NOTE: the list generated will be a list of all manatees currently in captivity.** You can either click on the *Manatee Number (Mlog)* to view details for that individual or you can hit the *file print* function to print all the records for the year and type of report selected. You will also have the opportunity to continue searching if you so choose.



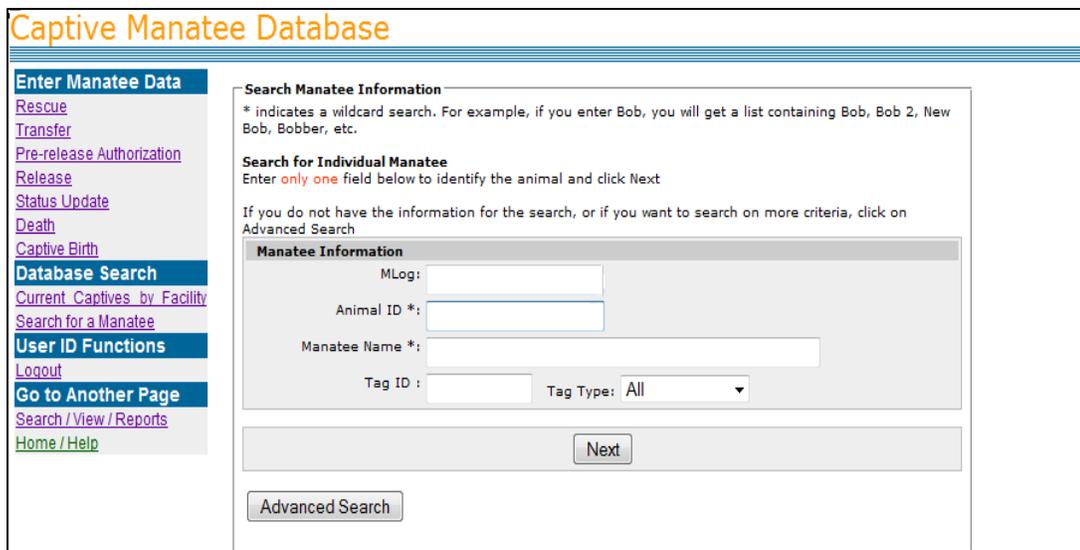
To Search for a Manatee:

1. Click on [Search/View Reports](#) from the database homepage
2. Under *Database Search/View* on the left-hand side of the page click on [Search for a Manatee](#)



The screenshot shows the 'Captive manatee database' homepage. On the left side, there is a vertical navigation menu with the following items: 'Data Reports' (with sub-links for 'Standard Reports' and 'Administrative Reports'), 'Database Search/view' (with sub-links for 'Current Captives by Facility' and 'Search for a Manatee'), 'Table Data Search' (with a dropdown menu), 'Lookup Data View' (with a dropdown menu), 'User ID Functions' (with a 'Logout' link), and 'Go to Another Page' (with links for 'Enter Manatee Data', 'Home / Help', and 'Search / View / Reports').

3. You will be directed to the *Search Manatee Information* page



The screenshot shows the 'Search Manatee Information' page. On the left is a navigation menu with links for 'Enter Manatee Data', 'Rescue', 'Transfer', 'Pre-release Authorization', 'Release', 'Status Update', 'Death', 'Captive Birth', 'Database Search', 'Current Captives by Facility', 'Search for a Manatee', 'User ID Functions', 'Logout', 'Go to Another Page', 'Search / View / Reports', and 'Home / Help'. The main content area is titled 'Search Manatee Information' and includes instructions: '* indicates a wildcard search. For example, if you enter Bob, you will get a list containing Bob, Bob 2, New Bob, Bobber, etc.' and 'Search for Individual Manatee: Enter only one field below to identify the animal and click Next'. Below this is a form titled 'Manatee Information' with fields for 'MLog:', 'Animal ID *:', 'Manatee Name *:', 'Tag ID:', and 'Tag Type: All'. There are 'Next' and 'Advanced Search' buttons at the bottom.

4. Enter your *Manatee Information*
5. Click on the *Next* button
6. Click on the *Mlog* number for the animal of interest. You will be taken to the *Manatee Information* page, where you can view all information about the animal of interest and add new information. **NOTE: if the animal of interest cannot be found follow instructions on page 3, section 4.b, 5.a & 5.b. under option A.**

- The *Manatee Information* page will display several identifying factors of an animal to ensure you are on the correct page for the desired animal of interest. Identifying factors are at the top of the page and include: *Mlog*, *Sex*, *Name* and *Animal ID*. The *Manatee Information* page will have all the event records that have been entered for your animal of interest. Check to make sure this is the animal you are searching for by reviewing the information on the animal including: *sex*, *name*, *Animal ID* (also known as the *Primary ID*) and the *Mlog* number. **NOTE: When you enter the *Manatee Information* page via the Search/View Reports option on the home page you will NOT be given the option buttons to enter additional information (e.g., *Enter Death*, *Enter Release*, *Enter Rescue*, *Enter Conditioning*). The option buttons to enter additional information from the *Manatee Information* page only appear when you enter this page through the Enter Manatee Data link on the home page.**

Captive manatee database

Manatee Information (MLog: 276)
 Sex: M Name: Stormy AnimalID: 100314 Studbook: 22 Rearing: Captive Reared
 Dam's Name: Ariel (MLog: 465) Sire's Name: Romeo (MLog: 355)

Animal History

| Event Date | Event | Details | Location |
|------------|-------------------------------|---|---------------------|
| 07/22/1985 | Captive Birth | Name of Dam: Ariel | MSQ |
| 07/14/1986 | Transfer | Reason: Make Room at Critical Care Facility | To: HSSWP From: MSQ |
| 04/16/2000 | Transfer | Reason: Management Decision | To: LPZ From: HSSWP |
| 02/15/2002 | Release | From: LPZ | Blue Spring, SJR |
| 03/08/2002 | Rescue | To: LPZ (Natural) | St Johns River |
| 02/24/2003 | Release | From: LPZ | Blue Spring, SJR |

Animal ID Information

| Animal ID | Primary | IDType | Created By | Created Date | Updated By | Updated Date |
|-----------|---------|--------------|------------|--------------|------------|--------------|
| 100314 | YES | Facility | nadimey | 03/08/2002 | D | 07/09/2009 |
| HSB605 | NO | Unidentified | nadimey | 03/08/2002 | D | 07/09/2009 |
| REC0202 | NO | Rescue | nadimey | 03/08/2002 | D | 07/09/2009 |
| T00085 | NO | Tag | nadimey | 03/08/2002 | D | 07/09/2009 |

- Once you are certain the animal selected is your animal of interest you can view all the information already entered for that animal by clicking on the *Event* links at the top of the page under *Animal History* or by selecting the information tabs at the bottom of the page. When viewing the information tabs at the bottom of the page you may click on the various links under each tab to get details of an individual record or for everything entered for an event or other record entry. For example, you could look at the details of Stormy's release on 2/24/2003.

Manatee Information (MLog:276 , Dam:465)

AnimalID:100314 Sex:M Name:Stormy Rearing:Captive Reared

-- Release Information
Release Date: 02/24/2003

-- Release Location Information
Release Site: Blue Spring State Park
State: FL **County:** Volusia **City:** Orange Park
Waterway: Blue Spring, SJR

-- Measurement
Weight (kg): 1070 **Estimated Weight?:** No **Date Weighed:** 02/21/2003
Length (cm): 310 **Estimated Length?:** No **Date Measured:** 02/21/2003

-- Other Release Information
Display Water Type: Unknown
Release Water Type: Unknown
How many months has animal been exposed to release water type? 00
Is animal bottom feeding? Yes
Has animal been exposed to natural vegetation? No
Vegetation Type:
How many months has animal been exposed to vegetation? 00
Tracker: Wildlife Trust
Veterinarian: Dave Murphy
Organization: Lowry Park Zoo
Participating Org: USFW
Additional Narrative:

-- Report Information
Created By: Nicole Adimey **Created Date:** 02/25/2003
Updated By: D **Updated Date:** 07/09/2009

TO UPDATE USER PROFILE

1. Click on Update User Profile from the database homepage

Captive manatee database

Database Access

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[Search / View / Reports](#)

User ID Functions

[Update User Profile](#)

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Bob Bode, USGS

- The *Update User Profile* page will appear. Change all necessary fields and click on *Update*.
NOTE: the Username and Security Group cannot be changed.

Captive manatee database

Database Access

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Update user profile

UserID :

First Name :

Last Name :

Password :

Phone : * EX: 301-497-5555 (12-digits)

Organization :

E-Mail :

Security Group :

Vet :

Active :

CreateBy :

CreateDate :

- A page will appear confirming, “You have successfully updated your user profile.” The old information as well as the updated information will both appear on this page.

Captive manatee database

Database Access

[Enter Manatee Data](#)

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You updated a existing user profile successfully !!

| | UserID | FullName | Organization | Group | CreateBy | CreateDate |
|----------------------|---------|---------------|-----------------|-------|------------|------------|
| | Active | PhoneNumber | E-Mail | Vet | UpdateBy | UpdateDate |
| Original Data | testfac | Test Facility | FWS | E | csandersre | 08/07/2009 |
| | 1 | 904-555-1221 | testfac@aol.com | 1 | csandersre | 08/07/2009 |
| Updated Data | testfac | Test Facility | FWS | E | csandersre | 08/07/2009 |
| | 1 | 904-555-1211 | testfac@aol.com | 1 | testfac | 08/07/2009 |